Subject: Re: R7 PBS Delegation of Authority- Friday, November 6, 2020

Date: Thu, 5 Nov 2020 15:26:11 -0500

From: Carla Sansalone - AC <carla.sansalone@gsa.gov>
To: Adrienne Beasley - 7P1 <adrienne.beasley@gsa.gov>

Message-ID: <CANUpP=Omt7+sPVwAi8FGHFNp=UGn2ancQccZp5PnDUcWFqD1Wg@mail.gmail.com>

MD5: f3fcede57c2dcf9adaaca09bcad04478

Thanks for sharing, Adrienne!

Flagging some changes for your awareness - Trent Benishek is now the General Counsel; Jack left GSA a few weeks ago. You can remove Brian Barnes from your distribution, as I am now the White House Liaison, and Brian is the head of OSDBU. Alexandra Barrett has taken over as the Administrator's scheduler, as I have moved up. Please let me know if I can help with anything else.

Have a great rest of your day.

On Thu, Nov 5, 2020 at 3:13 PM Adrienne Beasley - 7P1 <a drienne.beasley@gsa.gov> wrote:

Good afternoon!

Please note: (b) (5

(b) (b)

George Prochaska

(b) (6

george.prochaska@gsa.gov

Tunisia Sadruddin

(b) (6

tunisia.sadrudd<mark>n@gsa.gov</mark>

\_\_

Adrienne Beasley, Program Analyst General Services Administration, R7 Regional Commissioner's Office (7P1)

Office: (b) (6) | Mobile: (b) (6)

---

Best, Carla



Carla Virgilio Sansalone White House Liaison (desk) (mobile) carla.sansalone@gsa.gov

**Subject:** Timesheet requires your approval [10/29/2020 - Trent Benishek]

Date: Thu, 5 Nov 2020 11:04:17 -0500 (EST) From: donot\_reply\_HRLinks@ibmhrlob.com

**To:** carla.sansalone@gsa.gov

Message-ID: <588855361.32.1604592257072@gsaprdapp01.gsa-prd.ibm.int>

**MD5**: 2424f25e57acd3b85f1bc4a806d2b92c

A timesheet has been submitted for your review and approval/denial: Employee ID: (b) (6) - Trent Benishek Job Title: General Counsel Date: 10/29/2020 Use the following link to view the transaction: (b) (6) This is a system-generated email. Do not reply to this email.

Subject: Re: Bio on Website and Headshot Date: Fri, 30 Oct 2020 09:51:43 -0400

From: Jeff White - ZOV <jeffrey.white@gsa.gov>
To: Carla Sansalone - AC <carla.sansalone@gsa.gov>

Cc: Trent Benishek - L <trent.benishek@gsa.gov>, Pamela Pennington - ZM

<pamela.pennington@gsa.gov>

Message-ID: <CAPcdEEZ+n8odJeAFx4SmD063gHUGAhQvFJyTm8+ugy9C2XHRKA@mail.gmail.com>

**MD5:** 7c87bf33b6330bd01f1d098616758ed9

Thanks Carla!

Jeff White
GSA Visual Communications Program Director
Office of Strategic Communication
O: (b) (6)

On Fri, Oct 30, 2020 at 9:50 AM Carla Sansalone - AC <<u>carla.sansalone@gsa.gov</u>> wrote:

Jeff -

I have Trent in 6120 Monday afternoon. Thanks!

On Fri, Oct 30, 2020 at 9:47 AM Jeff White - ZOV < <a href="mailto:geffrey.white@gsa.gov">geffrey.white@gsa.gov</a>> wrote:

Hi Trent,

Sounds good - I'll meet you up there at 1:30

Jeff White GSA Visual Communications Program Director Office of Strategic Communication

o:(b)(6)

On Fri, Oct 30, 2020 at 9:45 AM Trent Benishek - L < <a href="mailto:trent.benishek@gsa.gov">trent.benishek@gsa.gov</a>> wrote: Thanks so much, Jeff. 1:30 PM on Monday works for me. I should be in a conference room on the 6th Floor, if you want to meet there.

On Fri, Oct 30, 2020 at 8:19 AM Jeff White - ZOV < <a href="mailto:jeffrey.white@gsa.gov">jeffrey.white@gsa.gov</a> wrote:

Hello Trent,

Welcome to GSA! Let's plan on 1:30pm on Monday to shoot your official portrait. Our studio is on the ground floor of the third wing - room G325. I know you're fairly new to the building so if it's easier for you I can meet you where you are going to be and walk you down to the studio - just let me know.

See you Monday.

Jeff White
GSA Visual Communications Program Director
Office of Strategic Communication
O: (b) (6)

On Thu, Oct 29, 2020 at 9:30 PM Trent Benishek - L < <a href="mailto:trent.benishek@gsa.gov">trent.benishek@gsa.gov</a>> wrote:

Thanks, Pam. Below please find an updated draft bio for the website. I do not have a headshot, so I can plan on reporting to the office on Monday. 1:30 or 2:00 PM should work for me.

Carla-If I'm in the office, would it be possible to get my PIV card on Monday as well? $(b)$ $(5)$
Maddy mentioned that there might be a conference room on the 6th floor that I can use unti- my office is ready, but please let me know if you think there is a better option.
* * *
Revised Draft Bio:
(b) (5)
On Thu, Oct 29, 2020 at 2:26 PM Pamela Pennington - ZM <pre><pre>cpamela.pennington@gsa.gov&gt;</pre> wrote:</pre>
Hi Trent,
Our web team is currently updating the <u>GSA leadership website</u> to reflect you as our General Counsel. We've typically included a bio for the GC. I've massaged the one we used earlier today - take a look and edit as needed. I've included it below. Also, if you have a professional headshot photo that we can use, you can send that to me. Our photographer Jeff White is also available to take your GSA professional photo next Monday (11/2) from 1:30-3:30pm. Please let me know if you'd like your photo taken (I've cc'd Jeff White here).
Thanks, Pam
Proposed website bio:
(b) (5)



## Pamela D. Pennington



Press Secretary
Deputy Associate Administrator for Media Affairs
Office of Strategic Communication
U.S. General Services Administration
pamela\_pennington@gsa\_gov

### Best, Carla



U.S. General Services Administration

Carla Virgilio Sansalone

White House Liaison

(b) (6) (desk)

	(b) (6) (mobile)	
	carla.sansalone@gsa.gov	

**Subject:** Re: Cell Phone for Trent Benishek, General Counsel

**Date:** Fri, 30 Oct 2020 13:57:33 -0400

From: Carla Sansalone - AC <carla.sansalone@gsa.gov>
To: Dawn Shelton - IDTRA <dawn.shelton@gsa.gov>

Cc: Lashawn Strickland - IDTRA < lashawn.strickland@gsa.gov>, Deanna Breuninger

<deanna.breuninger@gsa.gov>, Martin Zavaleta - IDILD-C <martin.zavaleta@gsa.gov>,
Matthew Fleming - IDILD-C <matthew.fleming@gsa.gov>, Michael Couveau - IDTRC
<michael.couveau@gsa.gov>, Henry Bostick - IDTRE <henry.bostick@gsa.gov>, Trent
Benishek - L <trent.benishek@gsa.gov>, John Latragna - IDTRE <john.latragna@gsa.gov>

Message-ID: <CANUpP=PZ3WoxayupNqgEK5xUQOOu4JYa1fHZt1O\_PXN\_+72dyw@mail.gmail.com>

**MD5:** fac89275f6f2501e64fb71a8b58201b6

Thanks everyone so much! I've connected with Matt directly and he'll keep me posted. Hopefully Trent is able to get it all set up on Monday when he's in the building.

On Fri, Oct 30, 2020 at 1:43 PM Dawn Shelton - IDTRA < <a href="mailto:dawn.shelton@gsa.gov">dawn.shelton@gsa.gov</a>> wrote:

- +Deanna Breuninger
- +Martin Zavaleta IDILD-C
- +Matthew Fleming IDILD-C

We have another VIP mobile device on its way.

Dawn M. Shelton

General Services Administration Office of Digital Infrastructure Technologies (IT) IT Support Services Branch (IDTRA)

(b) (6) (desk)

(b) (6) (cell)

On Fri, Oct 30, 2020 at 1:38 PM Lashawn Strickland - IDTRA < <a href="mailto:lashawn.strickland@gsa.gov">lashawn.strickland@gsa.gov</a>> wrote:

Thanks Carla.

It looks like the device was ordered on 10/27 so it should arrive early next week.

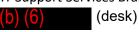
John/Henry

Please keep your eye on this one. Its for a VIP (b) (5)

Thanks

Lashawn Strickland

General Services Administration
Office of Digital Infrastructure Technologies (IT)
IT Support Services Branch (IDTRA)





On Fri, Oct 30, 2020 at 1:32 PM Carla Sansalone - AC <arla.sansalone@gsa.gov> wrote:

Lashawn -

Here is the original ticket #: RITM0782636. I'm not sure if that would change at all, so Mike can speak to that.

On Fri, Oct 30, 2020 at 1:27 PM Lashawn Strickland - IDTRA <a href="mailto:lashawn.strickland@gsa.gov">lashawn.strickland@gsa.gov</a> wrote:

Mike

Is there a ticket number?

Lashawn Strickland

General Services Administration
Office of Digital Infrastructure Technologies (IT)
IT Support Services Branch (IDTRA)





On Fri, Oct 30, 2020 at 12:54 PM Michael Couveau - IDTRC <michael.couveau@gsa.gov> wrote:

Hello Lashawn and Henry!

Please address the Mobile device question, posed by the representative Associate for the New Hire Executive Trent Benishek. Tks!....Mike

----- Forwarded message ------

From: Carla Sansalone - AC <carla.sansalone@gsa.gov>

Date: Fri, Oct 30, 2020 at 11:24 AM

Subject: Cell Phone for Trent Benishek, General Counsel
To: Michael Couveau - IDTRC <michael.couveau@gsa.gov>

Cc: Trent Benishek - L <a href="mailto:kerishek@gsa.gov">karla Hester - CRE <a href="

Williams - CRE < lisam.williams@gsa.gov>

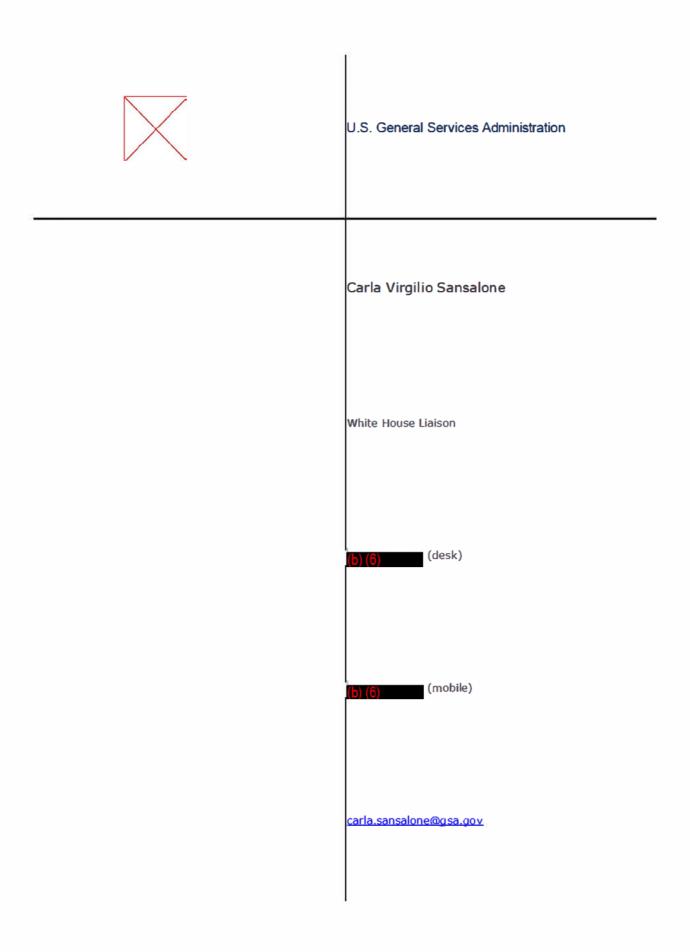
Good morning, Mike -

Thank you for all your assistance earlier this week in getting everything up and running promptly for Trent. It is very much appreciated.

As a follow-up to that, he will be reporting to CO this coming Monday for a few meetings - is there a way he could pick up his work cell phone at that time? It would be great if he's able to do so then. I've copied Trent on this chain as well for awareness. Please let me know when you can.

Thanks again!

Best, Carla



--

Michael J. Couveau

GeneraS ervice ♠d ministration

Office of GSA IT

Office of Digital Infrastructure Technologies Customer Relationship Management Division Office of Customer Engagement (IDTRC)

Office of Customer Engagement (IDTRC) Voice: (b) (6) Best, Carla U.S. General Services Administration Carla Virgilio Sansalone White House Liaison (b) (6) (desk) (mobile) carla.sansalone@gsa.gov

Best, Carla U.S. General Services Administration Carla Virgilio Sansalone White House Liaison (desk) (mobile) carla.sansalone@gsa.gov

Folder: GSA-2021-000200-Pull2--carla.sansalone@gsa.gov\_0

Re: TEST: Trent Benishek Appointed GSA General Counsel Subject:

Date: Thu, 29 Oct 2020 09:40:55 -0400

From: Pamela Pennington - ZM <pamela.pennington@gsa.gov>

To: Emily Murphy - A <emily.murphy@gsa.gov>

Cc: Allison Brigati - AD <allison.brigati@gsa.gov>, Rob Borden - AC <robert.borden@gsa.gov>,

LaFondra Barlow - AC <lafondra.lynch@gsa.gov>, Carla Sansalone - AC

<carla.sansalone@gsa.gov>, Alexandra Barrett - AC <alexandra.petrucci@gsa.gov>,

Maddy McCaslin - AC <madeline.mccaslin@gsa.gov>, Mark Mchale - Z

<mark.mchale@gsa.gov>, Donna Garland - ZC <donna.garland@gsa.gov>, Chris Godbey -Z <christopher.godbey@gsa.gov>, David Keltz - ZM <david.keltz@gsa.gov>, Camille

Sabbakhan - LR <camille.sabbakhan@gsa.gov>, Eugenia Ellison - LG

<eugenia.ellison@gsa.gov>, janet Harney <janet.harney@gsa.gov>, "Kelly Friends (LP)"

<kelly.friends@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>

Message-ID: <CAMFu\_=Qs+oq3z1wfWCQpgb5JU3Vret6ZmNOC=yhSrEvm1V0gMg@mail.gmail.com>

786041906af7fad6928ea90c2ca53f7f MD5:

Thank you! Sending now and will send a test release shortly.

#### Pamela D. Pennington



Press Secretary Deputy Associate Administrator for Media Affairs Office of Strategic Communication U.S. General Services Administration pamela.pennington@gsa.gov

On Thu, Oct 29, 2020 at 9:39 AM Emily Murphy - A < emily.murphy@gsa.gov > wrote:



Emily - here's the test internal note announcing Trent as GC. Carla confirmed that he is starting today. Please let me know once you're good with sending it out.

I'm teeing up the press release. (b) (5)



#### Thanks!

#### Pamela D. Pennington



Press Secretary Deputy Associate Administrator for Media Affairs Office of Strategic Communication U.S. General Services Administration ela.pennington@gsa.gov

----- Forwarded message ------

From: GSA Administrator < GSAAdministrator@notify.gsa.gov>

Date: Thu, Oct 29, 2020 at 9:07 AM

Subject: Trent Benishek Appointed GSA General Counsel: TEST

To: To: pennington@gsa.gov>







This email was sent to Email Address on behalf of General Services Administration 1800 F Street NW Washington, DC 20405 888-808-8220

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EMILY W. MURPHY
ADMINISTRATOR
U.S. GENERAL SERVICES ADMINISTRATION



Emily.Murphy@gsa.gov www.gsa.gov

Subject: Date: From: To: Cc: Message-ID: MD5:	Re: Release Date & SF-75 Information requested - Trent James Benishek Tue, 27 Oct 2020 16:16:27 -0400 Lisa Williams < lisam.williams@gsa.gov> "Pedersen, Brittany N. EOP/OA"  (b) (6) Carla Sansalone - AC <carla.sansalone@gsa.gov>, Karla Hester - CRE <karla.hester@gsa.gov>, "Spicer, JoAnna C. EOP/OA"  (b) (6)  <cact_rd+earffuww7mjlxjsfyyp2nmbvpoqls3tinsep 983elua@mail.gmail.com=""> 1e5ef7ee0a9a84a72ee53eab186ba1b5</cact_rd+earffuww7mjlxjsfyyp2nmbvpoqls3tinsep></karla.hester@gsa.gov></carla.sansalone@gsa.gov>			
Thank you for	the information.			
		U.S. General Services Administration		
		Lisa M. Williams		
		Program Analyst		
		Executive Resources Division		
		Office of Human Resources Management (OHRM)		
		1800 F Street		
		Washington, DC		
		Mobile: (b) (6)		

On Tue, Oct 27, 2020 at 4:07 PM Pedersen, Brittany N. EOP/OA (b) (6) wrote:

Hello,

Attached is the redacted version of Mr. Benishek's SF-75.

# (b) (6)

Thank you,
Brittany Pedersen
Administrative Specialist
White House Human Resources Division
Executive Office of the President
Office of Administration
Room 89 – EEOB
Washington, DC 20503
Main: (b) (6)

From: Spicer, JoAnna C. EOP/OA (0)
Sent: Tuesday, October 27, 2020 8:55 AM

To: Lisa Williams lisam.williams@gsa.gov>

Cc: Carla Sansalone - AC <arla.sansalone@gsa.gov>; Karla Hester - CRE <a href="mailto:karla.hester@gsa.gov">karla Hester - CRE <a href="mailto:karla.hester@gsa.gov">

Pedersen, Brittany N. EOP/OA (b) (6)

Subject: RE: Release Date & SF-75 Information requested - Trent James Benishek

Hello.

Direct:

The White House Office concurs with the release date of Wednesday 10/28/2020 for Trent Benishek.

My colleague, Brittany Pedersen, will provide you with the SF-75 data once received.

Thank you,
JoAnna Spicer
Human Resources Specialist
White House Human Resources Division
Executive Office of the President
Office of Administration
Room 89 – EEOB
Washington, DC 20503
Office Direct: (b) (6)
Mobile: (b) (6)

From: Lisa Williams <a href="mailto:slisam.williams@gsa.gov">sent: Monday, October 26, 2020 5:47 PM</a>

To: Spicer, JoAnna C. EOP/OA (b) (6)

Cc: Carla Sansalone - AC <carla.sansalone@gsa.gov>; Karla Hester - CRE <karla.hester@gsa.gov>

Subject: Release Date & SF-75 Information requested - Trent James Benishek

#### Good afternoon, JoAnna:

Trent Benishek has accepted a Noncareer SES appointment to the position of General Counsel (ES-0905-00) at the U.S. General Services Administration (GSA).

I am requesting SF-75 Information as well as a release date of Wednesday, October 28, 2020, so GSA can appoint him on Thursday, October 29, 2020. See attached SF-75 Information request; please complete and return to <a href="mailto:lisam.williams@gsa.gov">lisam.williams@gsa.gov</a> and <a href="mailto:karla.hester@gsa.gov">karla.hester@gsa.gov</a>. We are making arrangements to on-board Mr. Benishek on Thursday, October 29, 2020 which is predicated on the Executive Office of the President's agreement with the requested release date. Please provide the completed SF-75 information and confirmation of the requested release date at your earliest convenience.

If you have questions, please contact me on (b) (6) or Karla Hester on (b) (6)

Thank you, Lisa

### **U.S. General Services Administration**

**Lisa M. Williams** Program Analyst

Executive Resources Division

Office of Human Resources Management (OHRM)
1800 F Street
Washington, DC
Mobile: (b) (6)
E-mail: Lisam.Williams@gsa.gov

Subject: Trent Benishek Appointed GSA General Counsel

Date: Thu, 29 Oct 2020 08:44:59 -0500

From: "GSA Administrator" <GSAAdministrator@notify.gsa.gov>

To: carla.sansalone@gsa.gov

Message-ID: <16849788.4093@notify.gsa.gov>
MD5: 681d34b90bedcdc809106b37fce26dd0



#### Dear GSA

I am pleased to share that Trent Benishek has been appointed General Counsel of GSA. Trent joins GSA from the Office of White House Counsel, where he served as Special Assistant to the President and Associate Counsel to the President. I know Trent's legal expertise and experience will further GSA's role as a leader in procurement, real estate, and technology services for the entire federal government.

While serving in the Office of White House Counsel, Trent supervised oversight matters involving eight Federal agencies and, among other duties, managed matters involving the Federal Advisory Committee Act, Ethics in Government Act, Federal Tort Claims Act, and Freedom of Information Act. Previously, Trent worked as an attorney at Gibson, Dunn & Crutcher LLP in Washington, D.C. for eight years.

A native of Wisconsin, Trent holds a Bachelor of Arts from the University of Wisconsin–Madison and a Juris Doctor from the William & Mary School of Law.

Please join me in welcoming Trent to GSA as our General Counsel.

Sincerely, Emily



Subject: Accepted: Trent to use A-suite Conference Room @ Mon Nov 2, 2020 1pm - 5pm (EST)

(carla.sansalone@gsa.gov)

Date: Fri, 30 Oct 2020 14:12:02 +0000

From: Alexandra Barrett - AC <alexandra.barrett@gsa.gov>

To: carla.sansalone@gsa.gov

Message-ID: <0000000000000817db05b2e3fbf5@google.com>

MD5: f7d3be87f3b6f2f43e622af5f3439b16

Attachments: invite.ics

Alexandra Barrett - AC has accepted this invitation.

Trent to use A-suite Conference Room

 Where
 Mon Nov 2, 2020 1pm – 5pm Eastern Time - New York

 Where
 1800 F NW, Room 6120 (6th floor, 1st wing) (map)

Calendar carla.sansalone@gsa.gov

Who Carla sansalone@gsa.gov organizer

 OWDX
 trent.benishek@ysa.gov

 OWDX
 leshonne.smith@ysa.gov
 optional

 OWDX
 madeline.mocaslin@gsa.gov
 optional

 OWDX
 alexandra.petrucci@gsa.gov
 optional

Invitation from Google Calendar

You are receiving this email at the account carla.sansalone@gsa.gov because you are subscribed for invitation replies on calendar carla.sansalone@gsa.gov.

To stop receiving these emails, please log in to https://www.google.com/calendar/ and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. <u>Learn More.</u> **Subject:** Virtual NEO Email - Trent James Benishek

**Date:** Tue, 27 Oct 2020 13:30:24 -0700

From: "Karla Hester - CRE (Google Docs)" <comments-noreply@docs.google.com>

To: carla.sansalone@gsa.gov

Message-ID: <2bkl2qsEaymQCMbl-H18TA.0@notifications.google.com>

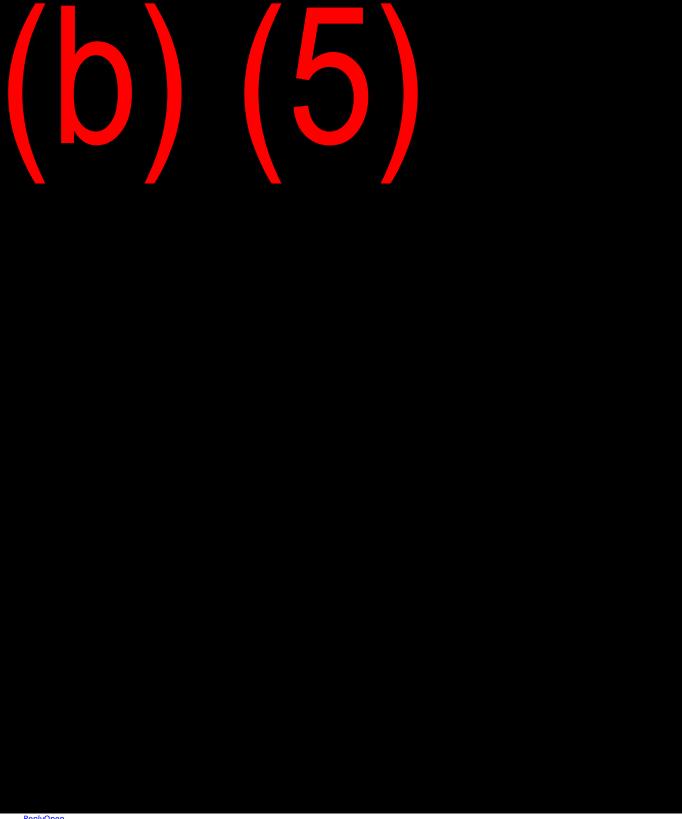
**MD5:** e4e7624f2dff63f135ca51dda838ea19

Karla Hester - CRE added comments to the following document



3 comments

Comments



#### ReplyOper

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because you are a participant in the updated discussion threads. Change what Google Docs sends you. You can not reply to this email.

**Subject:** Re: New employee ticket - ASAP turnaround requested

**Date:** Tue, 27 Oct 2020 08:55:38 -0400

From: Carla Sansalone - AC <carla.sansalone@gsa.gov>
To: Michael Couveau - IDTRC <michael.couveau@gsa.gov>

Message-ID: <CANUpP=MZzO-i92YFmuzNhVfuSu1y+TwV\_FK6R\_JAtggfttsBRw@mail.gmail.com>

**MD5**: 7dae916be7efa1de5ad092b2401321d2

Good morning, Mike -

I went ahead and created a ticket - Request Number: REQ0564281. Please keep me posted on this.

Many thanks!

On Tue, Oct 27, 2020 at 8:43 AM Michael Couveau - IDTRC <michael.couveau@gsa.gov> wrote:

Good morning Carla,

Plz see below for the steps in creating a New Hire ticket. If you prefer that we have a quick google meet, we can do that if you would prefer. Just let me know.

Go to the following Website:

# (b) (5)

- scroll down and select On-boarding/Off-Boarding (right below the large "G" on the left)
- click on New Hire
- scroll down to the New Employee Name section
- enter the information requested in the mandatory fields (denoted by an \*)
- under the New Employee options, please ensure you Select all applicable boxes (for Workstation and Mobile phone especially I would think)

If you are able to submit a New Hire request from these instructions, please let me know the REQuest number that the system automatically assigns to you. Once the New Hires Supervisor approves (I think Emily Murphy in this case), then I can monitor and expedite the ticket request. Tks!...Mike

-------Forwarded message ------From: **Deanna Breuninger - IDILD-C** <<u>deanna.breuninger@gsa.gov</u>>
Date: Tue, Oct 27, 2020 at 8:28 AM

Subject: Fwd: New employee ticket - ASAP turnaround requested To: Michael Couveau - IDTRC < <a href="michael.couveau@gsa.gov">michael.couveau@gsa.gov</a>>

Cc: Carla Sansalone - AC <<u>carla.sansalone@gsa.gov</u>>

Good Morning Mike,

Per our conversation, I'm forwarding you the information for the high priority new hire.

Hi Carla,

Mike will assist you with a new hire ticket to make sure everything is done properly with no delays.

Thank you,

De Breuninger GEO Contract | SAIC Team | QuTech

Supporting GSA IT

Desk(b) (ö)

Email: deanna.breuninger@gsa.gov

----- Forwarded message ------

From: John Antoniou - IDILD-C <john.antoniou@gsa.gov>

Date: Mon, Oct 26, 2020 at 6:38 PM

Subject: Re: New employee ticket - ASAP turnaround requested

To: Carla Sansalone - AC <arla.sansalone@gsa.gov>, Deanna Breuninger - IDILD-C

<deanna.breuninger@gsa.gov>

Cc: Martin Zavaleta - IDILD-C <martin.zavaleta@gsa.gov>

+De.

On Mon, Oct 26, 2020 at 6:16 PM Carla Sansalone - AC <arla.sansalone@gsa.gov> wrote:

Good evening, John & Martin -

I'd like to request a new IT account & email be created, as soon as possible. I'm tracking a start date of Thursday, October 29.

Name: Trent J. Benishek Position: General Counsel

Supervisor: Administrator Emily Murphy Duty Station/Office Location: 1800 F (CO)

Office Symbol: L

Address to send equipment to: (6)

Phone: iPhone

Thanks so much for your assistance.

Best, Carla



Carla Virgilio Sansalone White House Liaison (desk) (mobile) carla.sansalone@gsa.gov

Thank You.

Regards,
John Antoniou | GEO Central Office Deskside Support Lead
GEO Contract | SAIC Team | SAIC
Supporting GSA IT

Desk phone: (b) (6) | Mobile: (b) (6)

Email: john.antoniou@gsa.gov

--

Michael J. Couveau

GeneralS ervice ♠ dministration

Office of GSA IT
Office of Digital Infrastructure Technologies
Customer Relationship Management Division
Office of Customer Engagement (IDTRC)

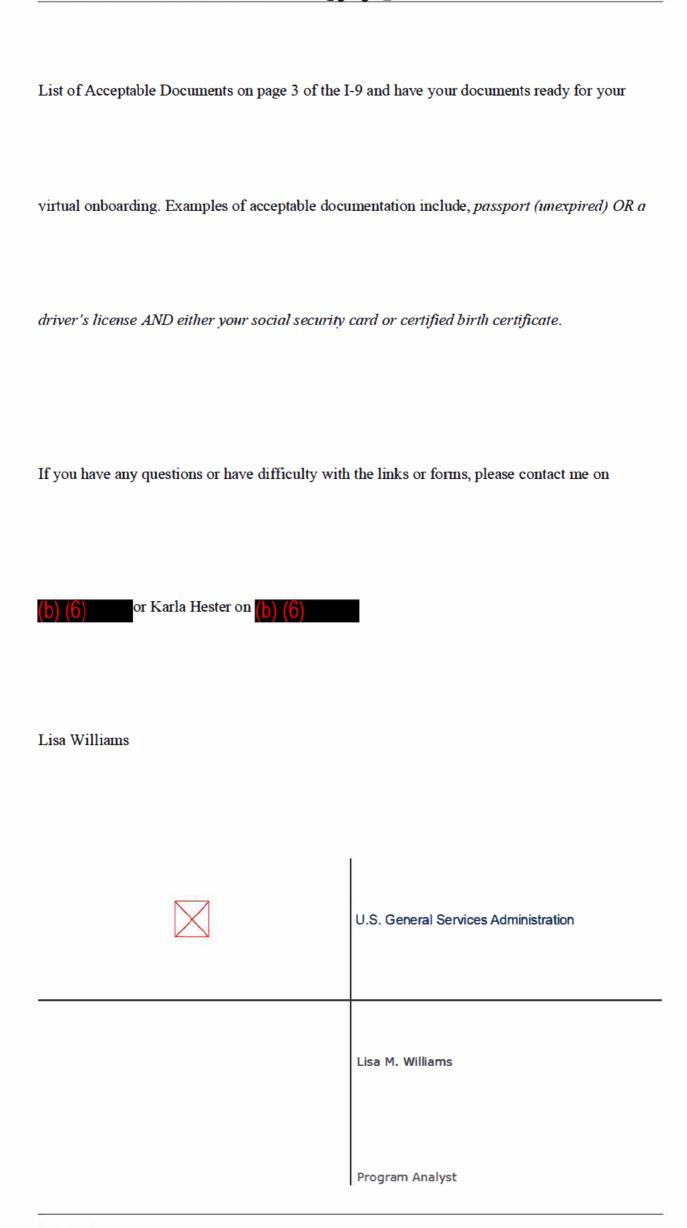
Voice: (b) (6)

carla.sansalone@gsa.gov

Subject: GSA Onboarding Forms - Trent J. Benishek Date: Tue, 27 Oct 2020 12:19:35 -0400 From: Lisa Williams < lisam.williams@gsa.gov> "Trent J. Benishek" (b) (6)
Karla Hester - CRE <karla.hester@gsa.gov>, Carla Sansalone - AC To: Cc: <carla.sansalone@gsa.gov> Message-ID: <CACT\_RdKrjBKLMXv8Zc6Lq8T0-xykTJeHPVxSdfDbDuwTchRZfQ@mail.gmail.com> 59c549c7e894274b39c2d675004fcacb MD5: Greetings, It is my honor to confirm your start date on Thursday, October 29, 2020 for your Noncareer Senior Executive Service appointment to the position of General Counsel, General Services Administration (GSA), located in Washington, DC. In light of recent events related to COVID-19, employees assigned to GSA's Central Office in Washington, DC, are currently operating under Phase I of GSA's Return to Facilities Framework with maximum telework. As a result, the GSA Executive Resources HR Service Center will complete your new employee

onboarding virtually. In addition to this email, you will receive a calendar invitation, additional

```
Statement of Prior Federal Service (SF-144)
Federal tax withholding form (W-4)
Direct Deposit Sign-Up Form (SF-1199a) Please provide a copy or photograph of a voided
check (not a deposit slip) in lieu of having your financial institution complete Section 3.
Designation of Beneficiary for Unpaid Compensation (SF-1152)
Self-Identification of Disability (SF-256)
Ethnicity and Race Identification (SF-181)
Employment Eligibility Verification (I-9) - In addition to completing the I-9, please review the
```



Executive Resources Division
Office of Human Resources Management (OHRM)
1800 F Street
Washington, DC
Mobile: (b) (6)
E-mail: <u>Lisam.Williams@gsa.gov</u>
e

older: GSA-2021-000200-Pull2carla.sansalone@gsa.gov_0				
			r	

**Subject:** Virtual NEO Email - Trent James Benishek - Invitation to edit

**Date:** Tue, 27 Oct 2020 15:20:47 +0000

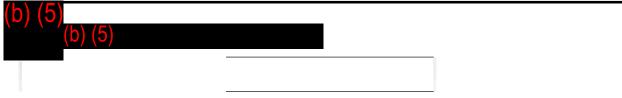
From: "Lisa Williams - CRE (via Google Docs)" <drive-shares-noreply@google.com>

To: carla.sansalone@gsa.gov

Message-ID: <00000000000001722005b2a897ad@google.com>

**MD5**: 4da4039fc33c209296219eb920c9243e

<u>lisam.williams@gsa.gov</u> has invited you to **edit** the following document:



Google Docs: Create and edit documents online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

 $You have \ received \ this \ email \ because \ \underline{\textbf{lisam.williams@gsa.gov}} \ shared \ a \ document \ with \ you \ from \ Google \ Docs.$ 

**Subject:** Request RITM0782634 for Trent J Benishek has been Resolved

Date: Tue, 27 Oct 2020 08:07:54 -0700 (PDT)

From: IT Service Desk <servicedesk@gsa.gov>

To: carla.sansalone@gsa.gov

Message-ID: <32898514.19821.1603811274039@app129014.hef101.service-now.com>

**MD5:** 028ca35f115190344af9c56073bae4e4

#\*\*\*##\*\*\*#

Hello Trent J Benishek,

Item <u>RITM0782634</u> submitted has been Resolved.

For your convenience some details regarding the request are included here.

**Requested For:** *Trent J Benishek* 

Requester: Carla Sansalone - carla.sansalone@gsa.gov

Item: Create Accounts (ENT)
Item #: RITM0782634

Order Details:

#### Item: RITM0782634 - NH: Create Accounts for Trent J Benishek

Requested For: *Trent J Benishek*Requested For Alternate Phone:

Opened By: Carla Sansalone - carla.sansalone@gsa.gov

Opened By Alternate Phone:

Supervisor: Robert C Borden - robert.borden@gsa.gov

Planning Date:

New Employee Name and Service Desk Role:

First Name: *Trent* 

Middle Name (Enter NMN if none): James

Last Name: *Benishek* Title: *General Counsel* 

New Supervisor: Robert C Borden - robert.borden@gsa.gov

Employee Type: *Government*Internal or External Contractor:

Person to mirror:

Phone Number (if known):
Office Symbol (if known): *L*Physical Region: *12 CO*Physical Location: *DC0021* 

Location: DC/WASHINGTON/GSA

Room / Cube / Floor:

Administrative Region: 12 CO

Administrative Organization: *General Counsel*Enterprise Service Desk Role: *Employee Self-Service* 

Additional Comments:

Employee Number (UPN from GCIMS): 2785178752@GSA.GOV

#### For more assistance:

Reply to this email

Chat with an IT Service Desk technician

Visit the GSA IT Self Service Portal

Call the GSA IT Service Desk at 1-866-450-5250, Mon - Fri 6:00am - 9:00pm ET (Excl Federal

Holidays)

Subject: Re: Status of OPM Approval of 1652 - Trent Benishek (GSA)

Date: Mon, 26 Oct 2020 16:11:26 -0400

From: Carla Sansalone - AC <carla.sansalone@gsa.gov>
To: Karla Hester - CRE <a href="karla.hester@gsa.gov">karla.hester@gsa.gov></a>

Cc: "Young, Torlanda" (6) (6) @opm.gov>, Lisa Williams - CPX

lisam.williams@gsa.gov>

Message-ID: <CANUpP=OpOenAJo9tNPvFrgnQwz\_hkxddYJzjOH52mvv4DMJQzA@mail.gmail.com>

MD5: a91b0ebeada70e941fdcbf0bc0d6f9ac

Good afternoon, Tori -

Following up on Karla's earlier email to see if there is an update on the status of Trent's paperwork? Thanks so much, and I appreciate your help.

Carla

On Mon, Oct 26, 2020 at 1:53 PM Karla Hester - CRE <a href="mailto:karla.hester@gsa.gov">karla.hester@gsa.gov</a> wrote:

Good afternoon, Tori: I'm checking on the status of OPM's approval of the 1652 for a Noncareer SES appointment for Trent Benishek as GSA's General Counsel. I understand from our White House Liaison, Carla Sansalone, that WH/PPO approved this request. The signed 1652 was submitted in ESCS and is attached to this email for your convenience. Please advise.

Thank you, Karla

--

Karla J. Hester General Services Administration Office of Human Resources Management Executive Resources HR Service Center (CRE) 1800 F Street, N.W., Room 7219D Washington, DC 20405

Phone (b) (6)
Cell (b) (6)
Fax (202) 357-3888

Email karla.hester@gsa.gov

\_\_

Best, Carla



U.S. General Services Administration

Carla Virgilio Sansalone
White House Liaison
(b) (6) (desk)
( <mark>b) (6)</mark> (mobile)
<u>carla.sansalone@gsa.gov</u>

Re: Release Date & SF-75 Information requested - Trent James Benishek

Subject:

MD5: Good morning	Tue, 27 Oct 2020 08:58:35 -0400 Lisa Williams < lisam.williams@gsa.gov> "Spicer, JoAnna C. EOP/OA"  (b) (6) Carla Sansalone - AC < carla.sansalone@gsa.gov>. Karla Hester - CRI < karla.hester@gsa.gov>, "Pedersen, Brittany N. EOP/OA"  (b) (6) CACT_RdK+dDQawt5Lk1ewrOMvcDhTeRcLnL4fvyAmTzqzmGkH5g@mail.gmail.com> b5f5fb4a4a924968245b57e7e9eb810e	
		U.S. General Services Administration
		Lisa M. Williams
		Program Analyst
		Executive Resources Division
		Office of Human Resources Management (OHRM)
		1800 F Street
		Washington, DC
		Mobile: (b) (6)

Hello,

The White House Office concurs with the release date of Wednesday 10/28/2020 for Trent Benishek.

My colleague, Brittany Pedersen, will provide you with the SF-75 data once received.

Thank you, JoAnna Spicer **Human Resources Specialist** White House Human Resources Division **Executive Office of the President** Office of Administration Room 89 – EEOB Washington, DC 20503 Office Direct: (b) (6) Mobile: (b)

From: Lisa Williams lisam.williams@gsa.gov>

Sent: Monday, October 26, 2020 5:47 PM To: Spicer, JoAnna C. EOP/OA (b) (6)

Cc: Carla Sansalone - AC < carla.sansalone@gsa.gov>; Karla Hester - CRE < karla.hester@gsa.gov>

Subject: Release Date & SF-75 Information requested - Trent James Benishek

#### Good afternoon, JoAnna:

Trent Benishek has accepted a Noncareer SES appointment to the position of General Counsel (ES-0905-00) at the U.S. General Services Administration (GSA). I am requesting SF-75 Information as well as a release date of Wednesday, October 28, 2020, so GSA can appoint him on Thursday, October 29, 2020. See attached SF-75 Information request; please complete and return to <u>lisam.williams@gsa.gov</u> and karla.hester@gsa.gov.

We are making arrangements to on-board Mr. Benishek on Thursday, October 29, 2020 which is predicated on the Executive Office of the President's agreement with the requested release date. Please provide the completed SF-75 information and confirmation of the requested release date at your earliest convenience.

If you have questions, please contact me on

or Karla Hester on (b)

Thank you, Lisa

#### **U.S. General Services Administration**

#### Lisa M. Williams

Program Analyst **Executive Resources Division** 

Office of Human Resources Management (OHRM) 1800 F Street

Washington, DC

Mobile: (b) (6) E-mail: <u>Gsam.williams@gsa.gov</u>

**Subject:** Press Release and Internal Note - New General Counsel

**Date:** Tue, 27 Oct 2020 05:55:49 -0700

From: "Pamela Pennington - ZM (Google Docs)" <comments-noreply@docs.google.com>

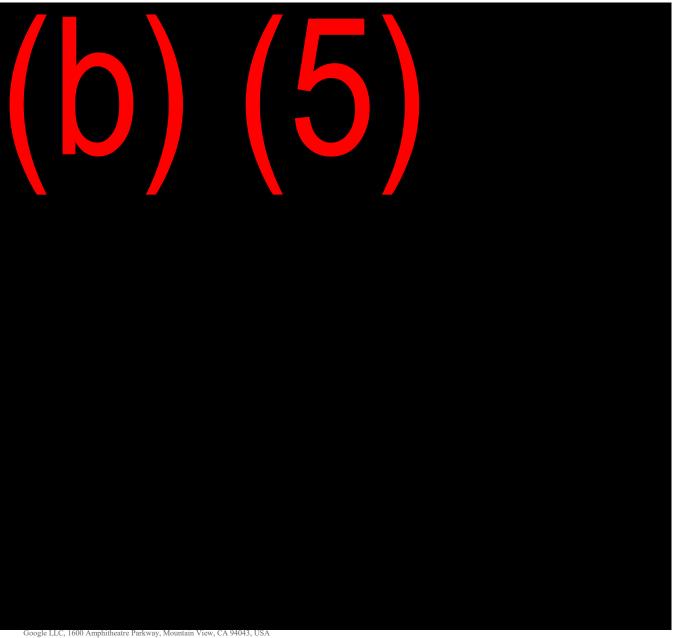
**To:** carla.sansalone@gsa.gov

Message-ID: <lunTg765f8FeC3nnYxgQzw.0@notifications.google.com>

**MD5:** 7cebe5243543cc5c528f3b72c80e36de

Pamela Pennington - ZM added comments to the following document





You have received this email because you are a participant in the updated discussion threads <a href="Change what Google Docs sends you">Change what Google Docs sends you</a> You can not reply to this email

Requested For: *Trent J Benishek*Requested For Alternate Phone:

Opened By: Carla Sansalone - carla.sansalone@gsa.gov

Opened By Alternate Phone:

Supervisor: Robert C Borden - robert.borden@gsa.gov

Planning Date:

New Employee Name and Service Desk Role:

First Name: Trent

Middle Name (Enter NMN if none): James

Last Name: Benishek Title: General Counsel

New Supervisor: Robert C Borden - robert.borden@gsa.gov

Employee Type: *Government* Internal or External Contractor:

Person to mirror:

Phone Number (if known):
Office Symbol (if known): *L*Physical Region: *12 CO*Physical Location: *DC0021*Location: *DC|WASHINGTON|GSA* 

Room / Cube / Floor:

Administrative Region: 12 CO

Administrative Organization: *General Counsel* Enterprise Service Desk Role: *Employee Self-Service* 

**Additional Comments:** 

# Item: RITM0782635 - NH: Used to request a VPN account. VPN accounts are used to access the GSA Network when working off-site or teleworking. for Trent J Benishek

Requested For: *Trent J Benishek*Requested For Alternate Phone:

Opened By: Carla Sansalone - carla.sansalone@gsa.gov

Opened By Alternate Phone:

Supervisor: Robert C Borden - robert.borden@gsa.gov

Planning Date:

Workstation VPN Questions:

Please choose correct work station for this request:

Is the "requested for" an internal or external contractor: *Internal* Please list the hosts and IP addresses that you need access to: Please provide a business justification for this request: *New hire* 

:

**Additional Comments:** 

#### Item: RITM0782641 - NH: VDI (Virtual Desktop) Services for Trent J Benishek

Requested For: *Trent J Benishek*Requested For Alternate Phone:

Opened By: Carla Sansalone - carla.sansalone@gsa.gov

Opened By Alternate Phone:

Supervisor: Robert C Borden - robert.borden@gsa.gov

Planning Date:

VDI Access Request Questions:

What type of access do you require?: Standard Desktop (customers w/ Last Names A-E)

Entitlement Group [field auto-populates if required]: E04TCG-VDI-LName\_A-E

Second Level Approver [field auto-populates if required]:

Please provide the Business Justification:

:

**Additional Comments:** 

#### Item: RITM0782636 - NH: Mobile Device Request for Trent J Benishek

Requested For: *Trent J Benishek*Requested For Alternate Phone:

Opened By: Carla Sansalone - carla.sansalone@gsa.gov

Opened By Alternate Phone:

Supervisor: Robert C Borden - robert.borden@gsa.gov

Planning Date:

Request Type: New Line of Service

Current Mobile Number:

Date to Cancel: Effective Date: Date to Reactivate: Related INC Number:

Business Case Justification: New hire

**Additional Comments:** 

#### Item: RITM0782639 - NH: Primary Workstation/Laptop/PC for Trent J Benishek

New Workstation Questions:

Please list any special requirements, e.g. larger screen, etc...:

Requested For: *Trent J Benishek*Requested For Alternate Phone:

Opened By: Carla Sansalone - carla.sansalone@gsa.gov

Opened By Alternate Phone:

Supervisor: Robert C Borden - robert.borden@gsa.gov

Planning Date:

Please enter a funding code:

**Additional Comments:** 

#### For more assistance:

Reply to this email

Call the at during business hours

Ref:MSG22740576

Subject: Re: Release Date & SF-75 Information requested - Trent James Benishek

MD5:	Tue, 27 Oct 2020 08:42:19 -0400 Lisa Williams < lisam.williams@gsa.gov> "Spicer, JoAnna C. EOP/OA"  (b) (6) Carla Sansalone - AC < carla.sansalone@gsa.gov>, Karla Hester - CRI <karla.hester@gsa.gov> <cact_rd+vjrefmp=wiv39ugehaklavvq7b8kavv9dsttzpk8jjg@mail.gmail.com> 988522c56d600c93fa34d289b866e318</cact_rd+vjrefmp=wiv39ugehaklavvq7b8kavv9dsttzpk8jjg@mail.gmail.com></karla.hester@gsa.gov>		
Good Morning Thank you fo	rning, ou for your assistance.		
Lisa			
		U.S. General Services Administration	
		Lisa M. Williams	
		Program Analyst	
		Executive Resources Division	
		Office of Human Resources Management (OHRM)	
		1800 F Street	
		Washington, DC	
		Mobile: (b) (6)	

Thank you for reaching out. I will connect with the White House Office and circle back with you.

Thank you,
JoAnna Spicer
Human Resources Specialist
White House Human Resources Division
Executive Office of the President
Office of Administration
Room 89 – EEOB
Washington, DC 20503
Office Direct: (b) (6)
Mobile: (b) (6)

From: Lisa Williams <a href="mailto:slisam.williams@gsa.gov">sent: Monday, October 26, 2020 5:47 PM</a>

To: Spicer, JoAnna C. EOP/OA (b) (6)

Cc: Carla Sansalone - AC <carla.sansalone@gsa.gov>; Karla Hester - CRE <karla.hester@gsa.gov>

Subject: Release Date & SF-75 Information requested - Trent James Benishek

#### Good afternoon, JoAnna:

Trent Benishek has accepted a Noncareer SES appointment to the position of General Counsel (ES-0905-00) at the U.S. General Services Administration (GSA). I am requesting SF-75 Information as well as a release date of Wednesday, October 28, 2020, so GSA can appoint him on Thursday, October 29, 2020. See attached SF-75 Information request; please complete and return to <a href="mailto:lisam.williams@gsa.gov">lisam.williams@gsa.gov</a> and <a href="mailto:karla.hester@gsa.gov">karla.hester@gsa.gov</a>.

We are making arrangements to on-board Mr. Benishek on Thursday, October 29, 2020 which is predicated on the Executive Office of the President's agreement with the requested release date. Please provide the completed SF-75 information and confirmation of the requested release date at your earliest convenience.

If you have questions, please contact me on (b) (6)

or Karla Hester on

(b) (6)

Thank you, Lisa

### U.S. General Services Administration

### Lisa M. Williams

Program Analyst
Executive Resources Division

Office of Human Resources Management (OHRM)

1800 F Street Washington, DC

Mobile: (b) (6)

E-mail: usam.williams@gsa.gov

| -

Folder: GSA-2021-000200-Pull2--carla.sansalone@gsa.gov\_0

Subject: RE: Release Date & SF-75 Information requested - Trent James Benishek

Date: Tue, 27 Oct 2020 20:06:24 +0000

From: "Pedersen, Brittany N. EOP/OA" (b) (6)

To: Lisa Williams < lisam.williams@gsa.gov>

Cc: Carla Sansalone - AC <carla.sansalone@gsa.gov>, Karla Hester - CRE

<karla.hester@gsa.gov>, "Spicer, JoAnna C. EOP/OA" (b) (6

Message-ID: <58b4cbd790e04268820aefb0f5ecead4@oa.eop.gov>

MD5: f983221ac4d295eda83b4a66b3cffc0b Attachments: T. Benishek REDACTED SF75.pdf

Hello,

Attached is there dacted version of Mr. Benishek's SF-75.

# (b) (6)

Thank you,

Brittany Pedersen

Administrative Specialist

White House Human Resources Division

Executive Office of the President

Office of Administration

Room 89-HOB

Washington, DC 20503

Main: (b) (6)
Direct: (b) (6)

From: Spicer, JoAnna C BOP/OA (b) (6) Sent: Tuesday, October 27, 2020 8155 AM

To: Lisa Williams < lisam.williams@gsa.gov>

Cc: Carla Sansalone - AC <carla.sansalone@gsa.gov>; Karla Hester - CRE <karla.hester@gsa.gov>;

Pedersen, Brittany N. EOP/OA (h) (6)

Subject: RE: Release Date & SF-75 Information requested - Trent James Benishek

Hello,

The White House Office concurs with the release date of Wednesday 10/28/2020 for Trent Benishek.

My colleague, Brittany Pedersen, will provide you with the SF-75 data once received.

Thank you,

JoAnna Spicer

Human Resources Specialist

White House Human Resources Division

Executive Office of the President

Office of Administration

Room 89 – HOB

Washington, DC 20503

Office Direct: (b) (6)
Mobile: (b) (6)

From: Lisa Williams <a href="mailto:sisam.williams@gsa.gov">sent: Monday, October 26, 2020 5:47 PM</a>

To: Spicer, JoAnna C. EOP/OA(h) (6)

C c: Carla Sansalone - AC <carla.sansalone@gsa.gov>; Karla Hester - CRE <karla.hester@gsa.gov>

Subject: Release Date & SF-75 Information requested - Trent James Benishek

Good afternoon, JoAnna:

Trent Benishek has accepted a Noncareer SES appointment to the position of General Counsel (ES-0905-00) at the U.S.G eneral Services Administration (GSA).

I am requesting SF-75 Information as well as a release date of Wednesday, October 28, 2020, so G S A can appoint him on Thursday, October 29, 2020. See attached SF-75Information request; please complete and return to <a href="mailto:lisam.williams@gsa.gov">lisam.williams@gsa.gov</a> and <a href="mailto:karla.hester@gsa.gov">karla.hester@gsa.gov</a>.

We are making arrangements to on-board Mr. Benishek on Thursday, October 29, 2020 which is predicated on the Executive Office of the President's agreement with the requested release date. Please provide the completed SF-75information and confirmation of the requested release date at your earliest convenience.

If you have questions, please contact me on (1) Thank you,

or Karla Hester on (b) (6)



Lisa



#### U.S. General Services Administration

#### Lisa M. Williams

Program Analyst Executive Resources Division

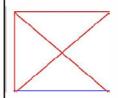
Office of Human Resources Management (OHRM)

1800 F Street

Washington

Mobile:

E-mail: Cisam. Williams@gsa.gov



Folder: GSA-2021-000200-Pull2--carla.sansalone@gsa.gov\_0

Subject: Re: New employee ticket - ASAP turnaround requested

Date: Tue, 27 Oct 2020 08:59:55 -0400

From: Michael Couveau - IDTRC <michael.couveau@gsa.gov>
To: Carla Sansalone - AC <carla.sansalone@gsa.gov>

Message-ID: <CACYeTgp+eSi1\_z7hCEaJHOVYT7rxGo9tFAD\_o3L+nZyuVZudRQ@mail.gmail.com>

MD5: 23632dfc35b52b7ba5afdeabfdc1ec7d

Excellent, thanks for creating the request and providing the number!

Just an FYI that the ticket is now pending the Supervisor Approval (Robert C. Borden), so you might want to remind him to approve it as soon as possible. Tks!...Mike

On Tue, Oct 27, 2020 at 8:55 AM Carla Sansalone - AC <arla.sansalone@gsa.gov> wrote:

Good morning, Mike -

I went ahead and created a ticket - Request Number: REQ0564281. Please keep me posted on this.

Many thanks!

On Tue, Oct 27, 2020 at 8:43 AM Michael Couveau - IDTRC <michael.couveau@gsa.gov> wrote:

Good morning Carla,

Plz see below for the steps in creating a New Hire ticket. If you prefer that we have a quick google meet, we can do that if you would prefer. Just let me know.

Go to the following Website:

## (b) (5)

- scroll down and select On-boarding/Off-Boarding (right below the large "G" on the left)
- click on New Hire
- scroll down to the New Employee Name section
- enter the information requested in the mandatory fields (denoted by an \*)
- under the New Employee options, please ensure you Select all applicable boxes (for Workstation and Mobile phone especially I would think)

If you are able to submit a New Hire request from these instructions, please let me know the REQuest number that the system automatically assigns to you. Once the New Hires Supervisor approves (I think Emily Murphy in this case), then I can monitor and expedite the ticket request. Tks!...Mike

----- Forwarded message ------

From: Deanna Breuninger - IDILD-C <deanna.breuninger@gsa.gov>

Date: Tue, Oct 27, 2020 at 8:28 AM

Subject: Fwd: New employee ticket - ASAP turnaround requested

To: Michael Couveau - IDTRC <michael.couveau@gsa.gov> Cc: Carla Sansalone - AC <carla.sansalone@gsa.gov>

Good Morning Mike,

Per our conversation, I'm forwarding you the information for the high priority new hire.

Hi Carla,

Mike will assist you with a new hire ticket to make sure everything is done properly with no delays.

Thank you,

De Breuninger GEO Contract | SAIC Team | QuTech

Supporting GSA IT

Desk<mark>(b) (6)</mark>

Cell (b) (6) Fax 202.692.3100

Email: deanna.breuninger@gsa.gov

----- Forwarded message ------

From: John Antoniou - IDILD-C < john.antoniou@gsa.gov>

Date: Mon, Oct 26, 2020 at 6:38 PM

Subject: Re: New employee ticket - ASAP turnaround requested

To: Carla Sansalone - AC < carla.sansalone@gsa.gov >, Deanna Breuninger - IDILD-C

<<u>deanna.breuninger@gsa.gov</u>>

Cc: Martin Zavaleta - IDILD-C < martin.zavaleta@gsa.gov >

+De.

On Mon, Oct 26, 2020 at 6:16 PM Carla Sansalone - AC < carla.sansalone@gsa.gov > wrote:

Good evening, John & Martin -

I'd like to request a new IT account & email be created, as soon as possible. I'm tracking a start date of Thursday, October 29.

Name: Trent J. Benishek Position: General Counsel

Supervisor: Administrator Emily Murphy Duty Station/Office Location: 1800 F (CO)

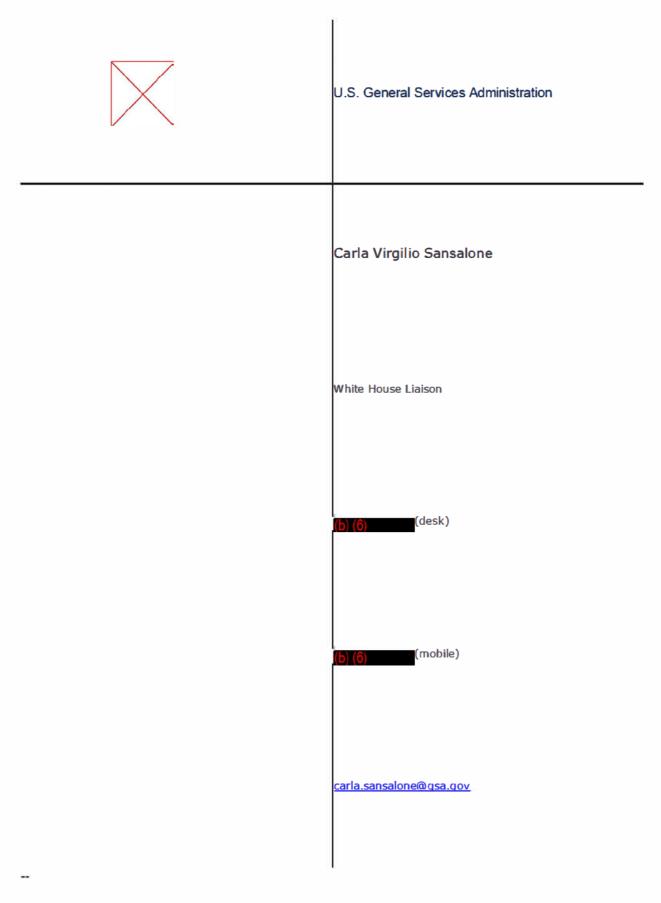
Office Symbol: L

Address to send equipment to: (b) (6)

Phone: iPhone

Thanks so much for your assistance.

Best, Carla



Thank You.

Regards, John Antoniou | GEO Central Office Deskside Support Lead GEO Contract | SAIC Team | SAIC Supporting GSA IT | Mobile: (b) (6)

Desk phone: (b) (6) Fmail: john antoniou@gsa gov.

--

#### Michael J. Couveau

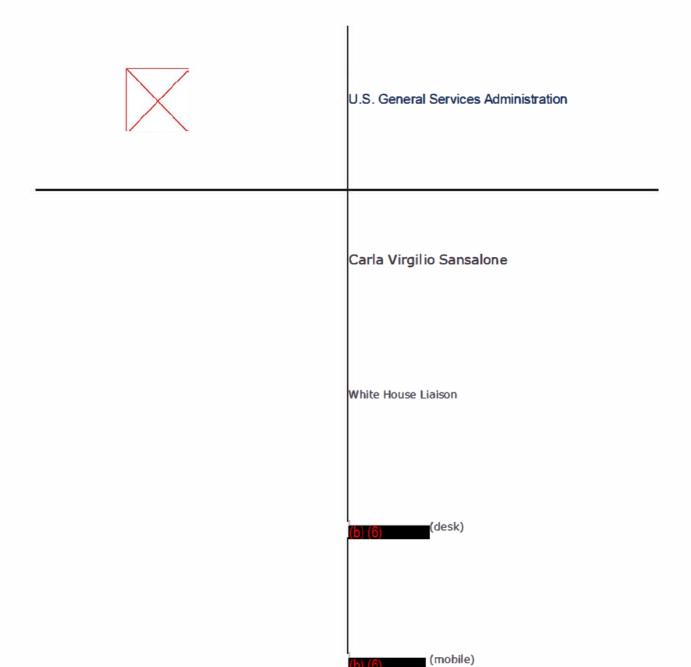
Generals er vice Administration

Office of GSA IT
Office of Digital Infrastructure Technologies
Customer Relationship Management Division
Office of Customer Engagement (IDTRC)

Voice: (b) (6)

--

Best, Carla



--

### Michael J. Couveau

GeneralS ervice ♠ dministration

Office of GSA IT
Office of Digital Infrastructure Technologies
Customer Relationship Management Division
Office of Customer Engagement (IDTRC)

Voice: (b) (6)

FW: Individuals Cleared for Permanent Status Subject:

Date: Mon, 26 Oct 2020 12:53:31 +0000

"Higgins, Emily J. EOP/WHO" (b) (6)
Carla Sansalone - AC < carla.sansalone@gsa.gov> From:

To:

Message-ID: <55419320d447462c870cd8b4d4549692@who.eop.gov>

58a4d7e4b20c3f54940b180c4be0ae89

FYI



Trent Benishek GSA General Counsel, Office of General Counsel GSES00200 E S-\$183,100

Subject: Re: NC SES Appt Pkg: Trent Benishek to the position of General Counsel.

Date: Thu, 22 Oct 2020 16:13:38 -0400

Carla Sansalone - AC <carla.sansalone@gsa.gov> From: Emily Murphy - A <emily.murphy@gsa.gov> To:

Message-ID: <CANUpP=OPhp4pfOJFcZZDWzs\_QznyaR5xqkOg2PtDTWbiTw2jBA@mail.gmail.com>

MD5: c79ecf3bbd4dd85fdc3ec5eaad7ba1c8

#### Received. Thank you.

On Thu, Oct 22, 2020 at 4:10 PM Emily Murphy - A <a href="mailto:</a> <a href="mailto:wrote:">emily.murphy@gsa.gov></a> wrote:

#### I've signed

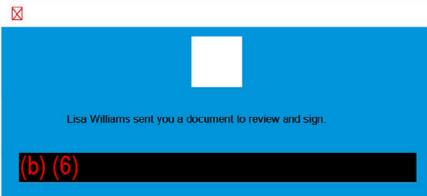
--- Forwarded message ---

From: Lisa Williams via DocuSign <a href="mailto:dse-NA3@docusign.net">dse-NA3@docusign.net</a>>

Date: Thu, Oct 22, 2020 at 4:05 PM

Subject: NC SES Appt Pkg: Trent Benishek to the position of General Counsel.

To: Emily Murphy < Emily. Murphy@gsa.gov>



#### Lisa Williams

#### lliams@gsa.gov

This action is to appoint Trent Benishek as a Non-career SES appointee in the SES position of the General Counsel in the Office of General Counsel, ES-9095-00 making \$183,100, reporting to

#### Powered by

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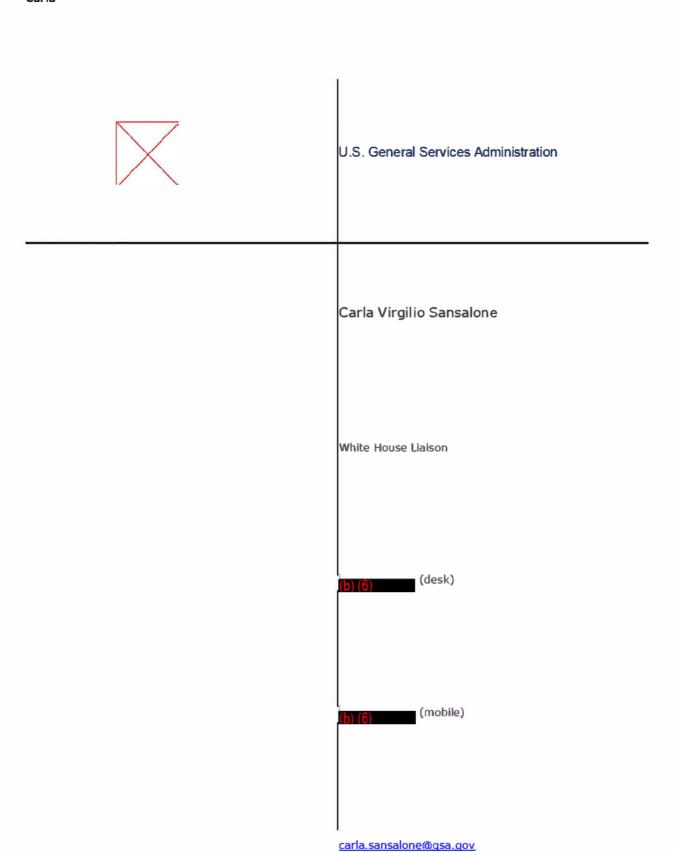
If you are having trouble signing the document, please visit the Help with Signing page on our Support Center.

Download the DocuSign App.
This message was sent toyou by I isa Williams who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.



--

Best, Carla



Folder: GSA-2021-000200-Pull2carla.sansalone@gs	a.gov_0

Subject: RE: Paperwork: General Counsel

Date: From: To:	Sat, 24 Oct 2020 13:58:51 +0000 "Tahmas, Naweed W. EOP/WHO" Carla Sansalone - AC <carla.sansalone< th=""><th>(6) @gsa.gov&gt;, "Higgins, Emily J. EOF/WHO"</th></carla.sansalone<>	(6) @gsa.gov>, "Higgins, Emily J. EOF/WHO"
Message-ID: MD5:	(b) (6) <b32675d6dd1d44aba7abb1af20f59b 03eedc055e11c008b763cec4e612c19</b32675d6dd1d44aba7abb1af20f59b 	
Thanks, Carla	·(b) (5)	
Best, Naweed		
Sent: Thursda To: Tahmas, (b) (6)	Sansalone - AC <carla.sansalone@gsa.gay, (6)="" (b)="" 2020="" 22,="" 5:24="" counsel<="" eop="" erwork:="" general="" naweed="" october="" pm="" td="" w.="" who=""><td>Higgins, Emily J. EOP/WHO</td></carla.sansalone@gsa.gay,>	Higgins, Emily J. EOP/WHO
Good afterno	oon, Naweed & Emily -	
Please find t	he attached package for Trent Benis	hek, GSA's candidate for General Counsel. (b) (5
Thank you so	o much for your assistance.	
Best,		
Carla		
		U.S. General Services Administration
	j Ž	Carla Virgilio Sansalone White House Liaison  (b) (6) (desk) (b) (6) (mobile)  carla sansalonc@gsa.gov

Subject: Invitation: Virtual NEO - Trent Benishek @ Thu Oct 29, 2020 10am - 3pm (EDT)

(carla.sansalone@gsa.gov)

Date: Wed, 28 Oct 2020 17:11:25 +0000

From: Lisa Williams - CRE < lisam.williams@gsa.gov>

To: carla.sansalone@gsa.gov, karla.hester@gsa.gov, eugenia.ellison@gsa.gov,

crystal.nieves@gsa.gov

Message-ID: <00000000000000e3f10b05b2be402d@google.com>

MD5: 1945c0ea99a7b3552a2609b5e08c5602

Attachments: invite.ics



Join by phone

Transition with Key Staff in Office of General Counsel CarlaSansalone

carla.sansalone@gsa.gov

### (b) (6) OGC

Leadership Leam

Virtual Onboarding: We will use Google Meet as our video conferencing tool for Virtual GSA New Employee Onboarding.

Fifteen minutes before Onboarding begins, log-in to your GSA or personal computer, open the Chrome web browser displayed on your desktop, and enter this web address:

# (b) (5)

If the link does not work for you, enter this web address:

(b) (5) Select "Join or start a meeting". Enter the meeting ID:

# (b) (5)

If you still are not able to join the Google Meet, join the call by phone:

# (b) (5)

Review the attached file titled <u>How To Join a Google</u>. <u>Meet</u> for tips on having a successful virtual meeting.

Help Desk Support: If you need assistance on Monday, contact the IT Service Desk at 866-450-5250.

Attachment

Master OHRM NEO Presentation slide deck

Going (car la sansalone@gsa gov) Xes - Maybe
- No more options »

#### Invitation from Google Calendar

You are receiving this email at the account carla.sansalone@gsa.gov because you are subscribed for invitations on calendar carla.sansalone@gsa.gov.

To stop receiving these emails, please log in to https://www.google.com/calendar/ and change your notification settings for this calendar.

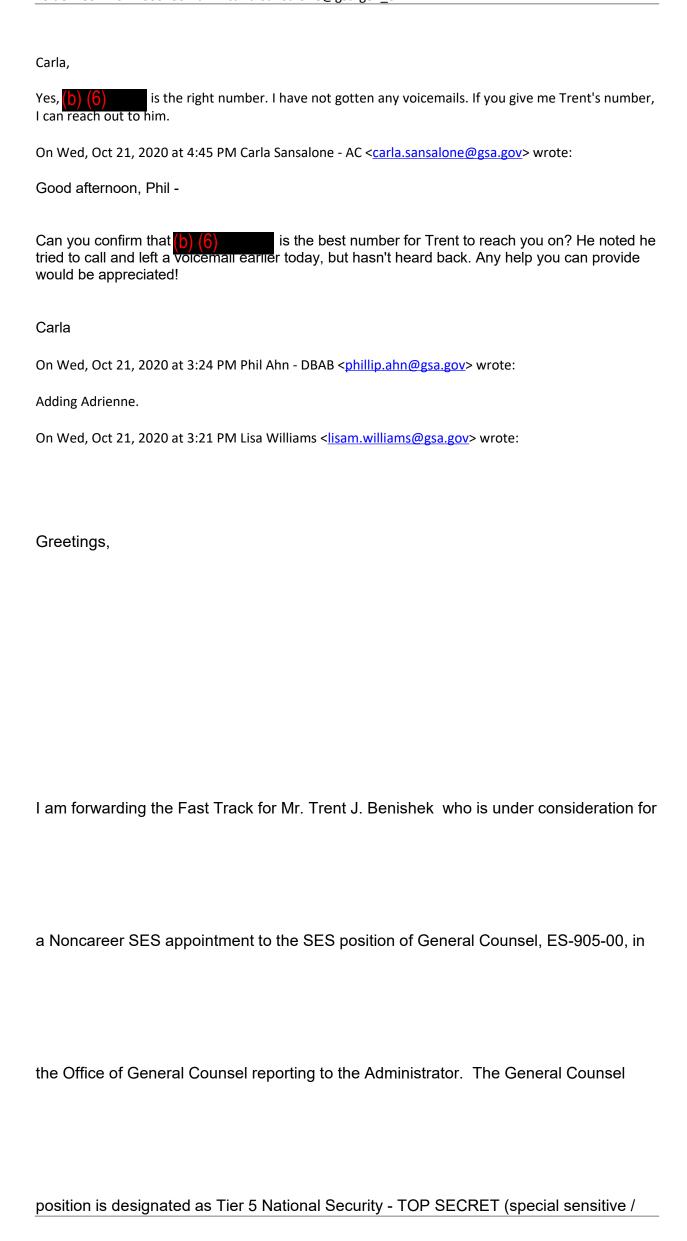
Forwarding this invitation could allow any recipient to send a response to the organizer and be

ded to the guest list, ur RSVP. <u>Learn Mor</u>	or invite others:	regardless of t	heir own invitat	ion status, or to	modify

Subject: Date: From: To: Cc: Message-ID: MD5:	Re: Fast Track Package - Trent James Benishek Wed, 21 Oct 2020 17:11:26 -0400 Lisa Williams < lisam.williams@gsa.gov> Phil Ahn - DBAB < phillip.ahn@gsa.gov> Carla Sansalone - AC < carla.sansalone@gsa.gov>, Karla Hester - CRE <karla.hester@gsa.gov> <cact_rdjwrs9qg6uqpr1wt7sg=3hsz7ukujmeolj1ukinpzudya@mail.gmail.com> a3ccb992609ab20c16be8a1969ec6efe</cact_rdjwrs9qg6uqpr1wt7sg=3hsz7ukujmeolj1ukinpzudya@mail.gmail.com></karla.hester@gsa.gov>		
Hi Phil Trent Benish	nek cell number is (b) (6)	and his email is (b) (6)	
		U.S. General Services Administration	
		Lisa M. Williams	
		Program Analyst	
		Executive Resources Division	
		Office of Human Resources Management (OHRM)	
		1800 F Street	
		Washington, DC	
		Mobile: (b) (6)	

E-mail: Lisam.Williams@gsa.gov
E-mail: Lisam.Williams@gsa.gov

On Wed, Oct 21, 2020 at 4:59 PM Phil Ahn - DBAB <phillip.ahn@gsa.gov> wrote:



Folder: GSA-2021-000200-Pull2carla.sansalone@gsa.gov_0
high risk) with SCI.
Mr. Benishek is currently employed in the Office of the White House Counsel so we will
need to coordinate his release, and are planning to transfer him to GSA without a break
д — том от т
in service after necessary approvals are received. We believe Mr. Benishek may be
eligible for reciprocity. Please confirm if he needs to make an enrollment appointment
for fingerprints in lieu of pushing existing fingerprints in the system.
The following documents are attached:

Security Inquiry Transmittal
I .
Resume
l
PD (X0ES200)
I
GSA 1380
I
OF-306
I
GSA 3665
I
TS Justification

Lisa	
	U.S. General Services Administration
	Lisa M. Williams
	Program Analyst
	Executive Resources Division
	Office of Human Resources Management (OHRM)
	1800 F Street
	Washington, DC
	Mobile: (b) (6)

E-mail: Lisam.Williams@gsa.gov

Thank you, Phil

Folder: GSA-2021-000200-Pull2-	-carla.sansalone@gsa.gov(	)
1 01461. 434 2021 000200 1 4112	caria.sarisaronic ( gsa.gov (	J

--

Thank you, Phil

Phil Ahn
Deputy Director, GSA Homeland Security Presidential Directive 12 (HSPD-12) Program
Office of Mission Assurance
1800 F St. NW
Washington, DC 20405

Phone: (b) (6)
http://insite.gsa.gov/accesscard

**Subject:** Re: Fast Track Package - Trent James Benishek

Date: Wed, 21 Oct 2020 17:05:34 -0400 From: Phil Ahn - DBAB <phillip.ahn@gsa.gov>

To: Carla Sansalone - AC <carla.sansalone@gsa.gov>

Message-ID: <CAFYJRxrdw0EamqVbc-GvFXV5WFf09PjUysTYEtVcs+Gcr76YCw@mail.gmail.com>

**MD5**: 1260c326acd7a0ef4980c64529387b20

Carla,

I just called and talked to him. I am going to touch back with him tomorrow as well. Let me know if you need anything else.

On Wed, Oct 21, 2020 at 5:02 PM Carla Sansalone - AC <<u>carla.sansalone@gsa.gov</u>> wrote:

Thanks so much. Trent's cell number is: (b) (6)

On Wed, Oct 21, 2020 at 4:59 PM Phil Ahn - DBAB <phillip.ahn@gsa.gov > wrote:

Carla,

Yes, (b) (6) is the right number. I have not gotten any voicemails. If you give me Trent's number, I can reach out to him.

On Wed, Oct 21, 2020 at 4:45 PM Carla Sansalone - AC < carla.sansalone@gsa.gov > wrote:

Good afternoon, Phil -

Can you confirm that (b) (6) is the best number for Trent to reach you on? He noted he tried to call and left a voicemail earlier today, but hasn't heard back. Any help you can provide would be appreciated!

### Carla

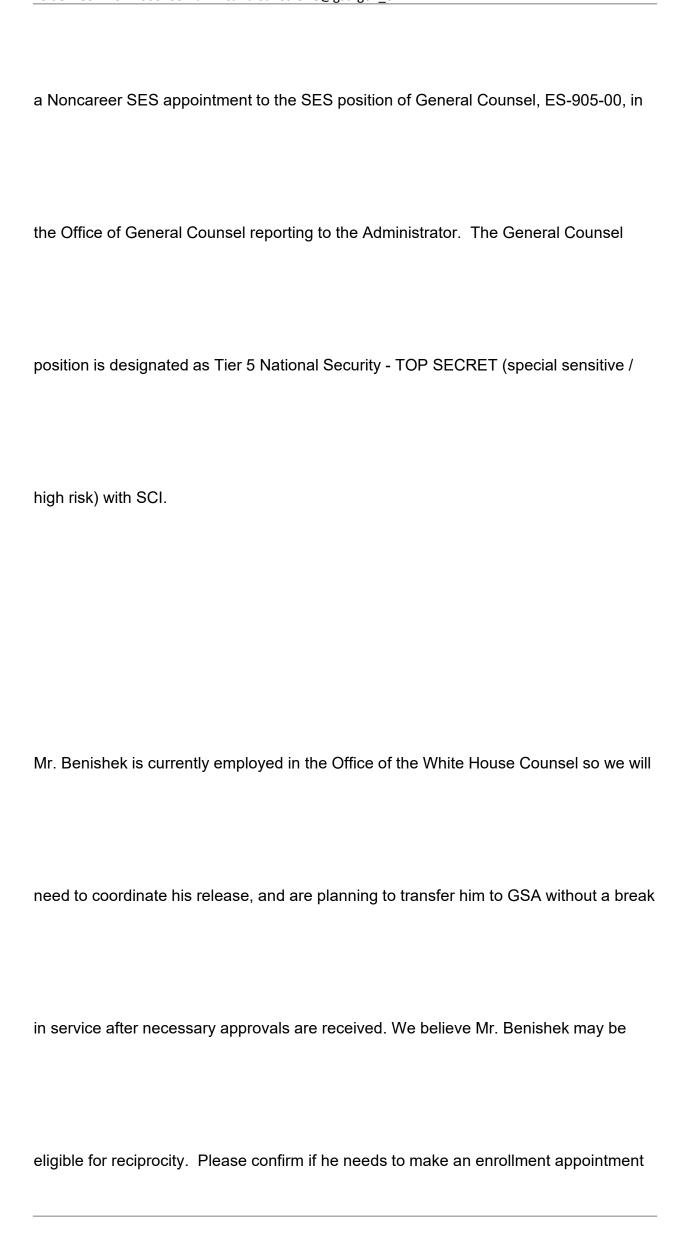
On Wed, Oct 21, 2020 at 3:24 PM Phil Ahn - DBAB < phillip.ahn@gsa.gov > wrote:

Adding Adrienne.

On Wed, Oct 21, 2020 at 3:21 PM Lisa Williams < <a href="mailto:lisam.williams@gsa.gov">lisam.williams@gsa.gov</a>> wrote:

Greetings,

I am forwarding the Fast Track for Mr. Trent J. Benishek who is under consideration for



for fingerprints in lieu of pushing existing fingerprints in the system.
The following documents are attached:
Security Inquiry Transmittal
Resume
PD (X0ES200)
GSA 1380
OF-306

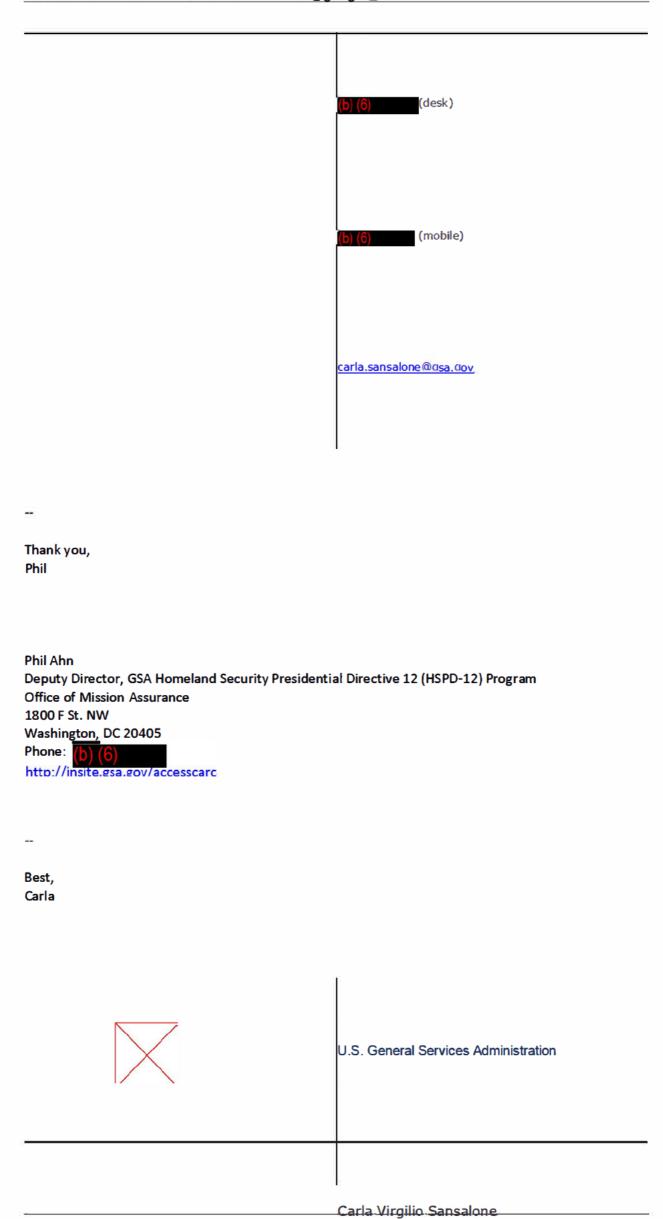
Please let me know if you have any questions or need any additional information.	
Thank you	
Lisa	
	U.S. General Services Administration
	Lisa M. Williams
	Program Analyst
	Executive Resources Division
	Office of Human Resources Management (OHRM)

1800 F Street
Washington, DC
Mobile: (b) (6)
E-mail: <u>Lisam.Williams@gsa.gov</u>
<b>1</b> 0

U.S. General Services Administration

Carla Virgilio Sansalone

White House Liaison



White House Liaison

(b) (6) (desk)

(b) (6) (mobile)

carla.sansalone@gsa.gov

--

Thank you, Phil

Phil Ahn
Deputy Director, GSA Homeland Security Presidential Directive 12 (HSPD-12) Program
Office of Mission Assurance
1800 F St. NW
Washington, DC 20405

Phone: (b) (6) http://insite.gsa.gov/accesscard

Fax: (202) 219-0572

Office Email: <u>gsa.securityoffice@gsa.gov</u>

SIPRNet: (b) (6)

Gold: (b) (6)

#### **CONFIDENTIALITY NOTICE**

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Subject: Re: Paperwork: General Counsel Date: Mon, 26 Oct 2020 09:08:28 -0400 Carla Sansalone - AC <carla.sansalone@gsa.gov> From: "Tahmas, Naweed W. EOP/WHO" (6) To: Cc: "Higgins, Emily J. EOP/WHO" (b) (6)

Message-ID: <CANUPP=NSdZOq60ShMeskWaTJHIFUüA963VnEAz+yOFjRHGQU=g@mail.gmail.com> ddf02b5a64d3466ab8352b08a271ba1e MD5: Attachments: ~WRD000.jpg Thank you so much. On Sat, Oct 24, 2020 at 9:59 AM Tahmas, Naweed W. EOP/WHO wrote: Thanks, Carla. (b) ( Best, Naweed From: Carla Sansalone - AC <carla.sansalone@gsa.gov> Sent: Thursday, October 22, 2020 5:24 PM To: Tahmas, Naweed W. EOP/WHO Higgins, Emily J. EOP/WHO Subject: Paperwork: General Counsel Good afternoon, Naweed & Emily -Please find the attached package for Trent Benishek, GSA's candidate for General Counsel. Best, Carla U.S. General Services Administration Carla Virgilio Sansalone White House Liaison (desk) (mobile) @qsa.qov

Best, Carla U.S. General Services Administration Carla Virgilio Sansalone White House Liaison (desk) (b) (6) (mobile) carla.sansalone@dsa.dov

Subject: Re: Initiating Preliminary Personnel Security & Ethics Vetting at GSA - Trent Benishek

Date: Tue, 20 Oct 2020 17:50:07 -0400

From: Eugenia Ellison - LE <eugenia.ellison@gsa.gov>

To: Lisa Williams < lisam.williams@gsa.gov>

Cc: Karla Hester - CRE <karla.hester@gsa.gov>, Carla Sansalone - AC

<carla.sansalone@gsa.gov>

Message-ID: <CAFb\_ud8-\_h8wEYAz7CO9qhUimATdZnizwK7zGSzH66nzKYHH8g@mail.gmail.com>

MD5: 3c5e6500f750dbbe729021a11680c0d0

I spoke with Mr. Benishek this afternoon. He provided me with a copy of his OGE Form 278. I cleared him for ethics purposes. I sent the clearance to Carla. Below is what I sent to Carla:

Hi Carla,



If you have any questions, you can reach me at (b) (6)

### Eugenia

Eugenia D. Ellison
General Services Administration
Office of General Counsel
Ethics Law Division (LE)

(D) (6) (202) 208-0085 (fax)

\*\*\*\*\*\*\*\*\*\*

#### CONFIDENTIALITY NOTICE:

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On Tue, Oct 20, 2020 at 5:20 PM Lisa Williams <a href="mailto:sisam.williams@gsa.gov">sisam.williams@gsa.gov</a> wrote:

#### Good Evening Eugenia,

I am sharing with you for your records, Mr. Trent Benishek Resume who is under consideration

for the position of General Counsel in the Office of General Counsel reporting to Office of the Administrator, Emily Murphy.

Thank you Lisa	ı
	U.S. General Services Administration
	Lisa M. Williams
	Program Analyst
	Executive Resources Division
	Office of Human Resources Management (OHRM)
	1800 F Street
	Washington, DC
	Mobile: (b) (6)

E-mail: Lisam.Williams@gsa.gov



----- Forwarded message -----

From: Karla Hester - CRE <karla.hester@gsa.gov>

Date: Tue, Oct 20, 2020 at 5:08 PM

Subject: Initiating Preliminary Personnel Security & Ethics Vetting at GSA - Trent Benishek

To: (b) (6)
Cc: Carla Sansa'one - AC a.sansalone@gsa.gov>, Lisa Williams - CPX < lisam.williams@gsa.gov>,

Eugenia Ellison <eugenia.ellison@gsa.gov>

Folder: GSA-2021-000200-Pull2--carla.sansalone@gsa.gov\_0

1.	Attached are two forms that require immediate attention/action:
	OF-306 - please complete items 1-17a only. Should you answer "Yes" to any
	question in items 9-15, please provide a brief explanation in item 16.
	*Please sign at line 17a only (Applicant's signature).
	GSA Form 3665 - Authorization to Obtain Credit Report - mandatory form for
	Security to pull a copy of your credit report as part of the adjudication process for

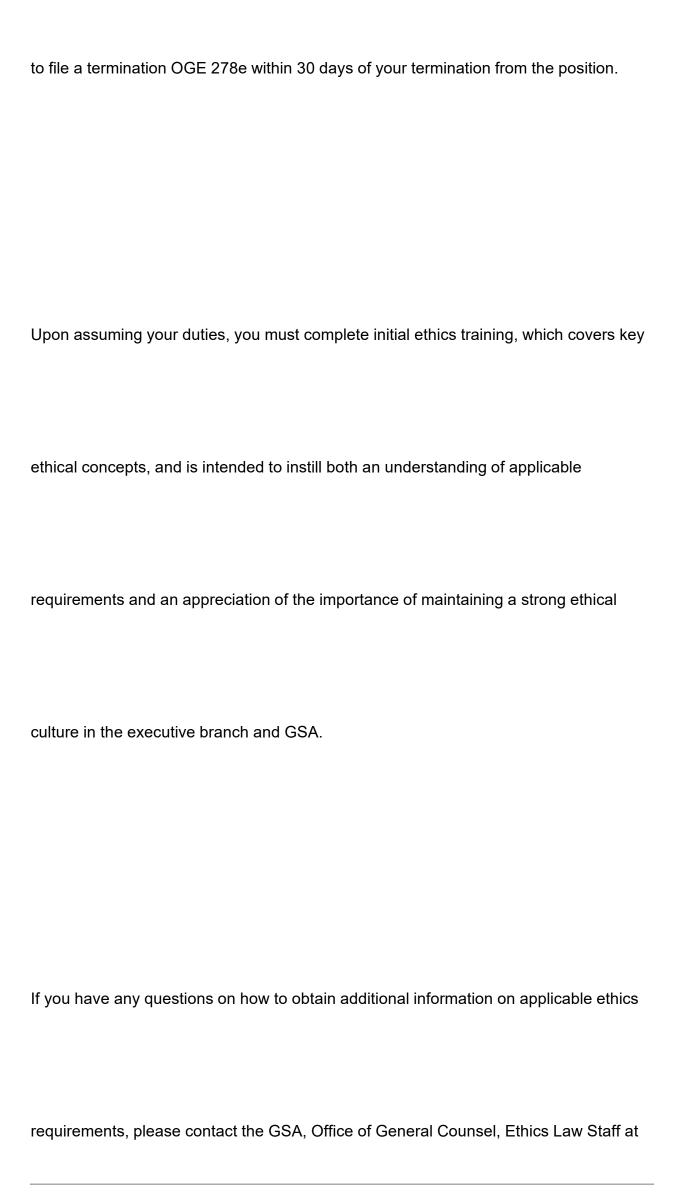
Folder: GSA-2021-000200-Pull2--carla.sansalone@gsa.gov\_0

your background investigation.
OGE-278 - please complete this form thoroughly. This form will be sent to the
Ethics Law staff for pre-appointment review/ethics vetting. Should you have any
questions regarding the OGE-278, please feel free to contact Ms. Eugenia Ellison
at (b) (6)
IMPORTANT NOTE: If you already completed the OGE-278 for your current
ppointment at the Office of White House Counsel, please inform Eugenia Ellison
for further guidance before completing it again for GSA's purposes. Either send us

Folder: GSA-2021-000200-Pull2carla.sansalone@gsa.gov_0
II. Notice of Ethical Obligations Associated with the Position
GSA is committed to making ethical conduct the hallmark of government service by
building and sustaining a strong ethical culture, ensuring the integrity of governmental
decision making and promoting public confidence by preventing conflicts of interest. As
a public servant, you will be subject to the <u>Fourteen Principles of Ethical Conduct</u> , the
Criminal Conflicts of Interest Laws, the Standards of Ethical Conduct for Employees of
the Executive Branch, and the Supplemental Standards of Ethical Conduct for

Employees of the General Services Administration. As a GSA employee, you will be
expected to adhere to the fundamental principle that public service is a public trust.
You will be expected to act at all times in the public's interest; avoid losing impartiality
or appearing to lose impartiality in carrying out official duties; refrain from misusing you
official office for private gain; serve as a good servant of public resources; avoid all
conflicts of interest or the appearance of conflicts of interest; and comply with the
requirements of government ethics laws and regulations, including applicable financial
disclosure requirements. You must refrain from participating in particular matters in
which you have a financial interest and must notify your supervisor or ethics official

complete an annual OGE Form 278e by May 15th each year. You will also be required



(b) (6) or send an email to jacqueline.henry@gsa.gov.
In addition, Eugenia Ellison will reach out to you to begin your ethics vetting. Please
discuss any questions you have about 278 filing requirements with the ethics attorney,
including the 278 you may have already filed in Integrity.
Should you have any questions, please feel free to contact me on my cell (b) (6)
(b) (6) or Lisa Williams cell (b) (6)

Thank you,

Karla Hester

Karla J. Hester
General Services Administration
Office of Human Resources Management
Executive Resources HR Service Center (CRE)
1800 F Street, N.W., Room 7219D

Washington, DC 20405
Phone (b) (6)
Cell (b) (6)
Fax (202) 357-5868

Email karla.hester@gsa.gov



**Detail Position** Subject:

Tue, 20 Oct 2020 12:35:44 -0400 Date:

Carla Sansalone - AC <carla.sansalone@gsa.gov> From:

"Tahmas, Naweed W. EOP/WHO" (b) (6) To: , "Higgins, Emily J.

(b) (6) > Message-ID: <CANUpP=PR9yfWLco9kDP8eOHj9c-8kgghd9SJ07NsugPLmU1bVQ@mail.gmail.com>

MD5: dcf69c13b94cce6997a95a8df4231cc9

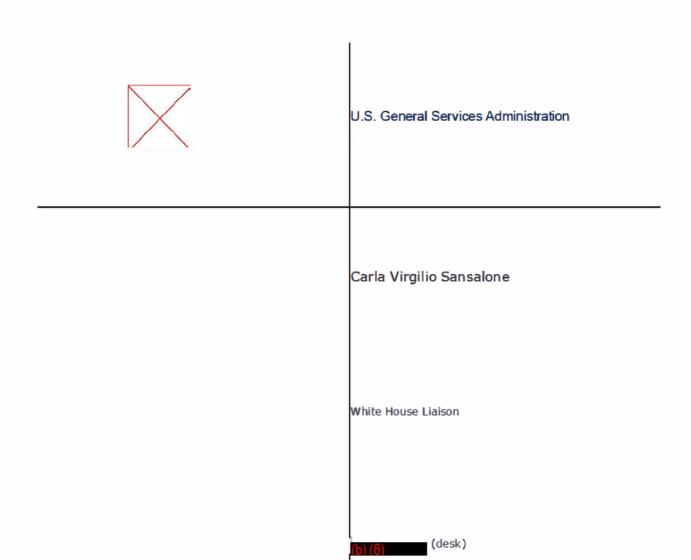
Good morning, Naweed & Emily -

Hope you both are well.



Thank you for your time.

Best, Carla



(mobile)

Folder: GSA-2021-000200-Pull2carla.sansalone@gsa.gov_0	
	1
	carla cancalone@gga gov
	<u>carla.sansalone@gsa.gov</u>

Subject: Fwd: Trent Benishek

Date: Tue, 20 Oct 2020 04:32:12 -0700

From: Eugenia Ellison - LE <eugenia.ellison@gsa.gov>

To: Carla AC <carla.sansalone@gsa.gov>

Message ID: <CAFb\_ud865MHbPPUKibaiVxoxGvaM9qRR3+b6FgVg7j9sO0u-SQ@mail.gmail.com>

MD5: 9d4edb504aafc3a7fc45a74818a01223

Hi Carla,

Please give me a call at(b) (6)

Eugenia

Sent from my iPhone

Begin forwarded message:

From: Emily Murphy A <emily.murphy@gsa.gov>

Date: October 19, 2020 at 8:40:45 PM EDT

To: Eugenia Ellison LG <eugenia.ellison@gsa.gov>

Cc: Carla Virgilio Sansalone <<u>carla.sansalone@gsa.gov></u>

Subject: Trent Benishek

Hi Eugenia

Trent Benishek, included in this email, is our candidate for General Counsel. As a current SF278 filer, I'm hoping you could speak with him tomorrow to ensure that there are no financial conflicts of interest for GSA. I'm also including Carla Sansalone in her role as White House Liaison so she can help with the process.

Thanks in advance for your help, Emily--



EMILY W. MURPHY ADMINISTRATOR

U.S. GENERAL SERVICES ADMINISTRATION

(b)(6)

Emily.Murphy@gsa.gov www.gsa.gov

Subject: Re: Contact

Date: Tue, 20 Oct 2020 07:08:20 -0400

From: Carla Sansalone - AC <carla.sansalone@gsa.gov>
To: Emily Murphy - A <emily.murphy@gsa.gov>
Cc: "Borden, Robert" <robert.borden@gsa.gov>

Message-ID: <CANUpP=MaVh+PuwwDf\_W0Yv1Vd3WNn3cQ43RyDuY8y2pV4gk0Vw@mail.gmail.com>

MD5: 8ad4585ec2afaa979da6bfbcaf0a7403

Good morning,

Received. I will start the process and paperwork today.

Thank you.

On Mon, Oct 19, 2020 at 8:45 PM Emily Murphy - A <a href="mailto:semily.murphy@gsa.gov">emily.murphy@gsa.gov</a> wrote:

#### Hi Carla -

# l've already sent his information to Eugenia to begin the financial vet. and he has a current clearance so I hope we could transfer that without too much trouble. Obviously, we'll need to work with OHRM as well. Thanks in advance for your help, Emily

----- Forwarded message ------

From: Emily Murphy - A <emily.murphy@gsa.gov>

Date: Mon, Oct 19, 2020 at 8:34 PM

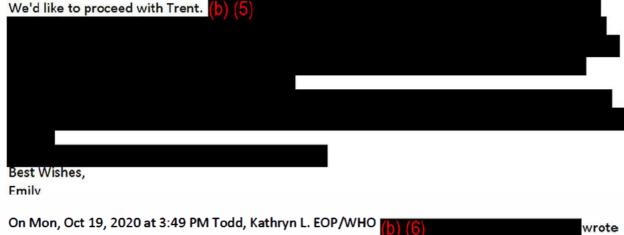
Subject: Re: Contact

To: Todd, Kathryn L. EOP/WHO (b) (6)

Cc: Jack St. John < jack.stjohn@gsa.gov>, Borden, Robert < robert.borden@gsa.gov>,

#### (b) (6)

#### Hi Kate -



(b) (5)

Please let me know if there's anything else you need from me this afternoon.

Best,

#### Kate

From: Todd, Kathryn L. EOP/WHO Sent: Monday, October 19, 2020 3:39 PM

To: 'Emily.Murphy@gsa.gov' <Emily.Murphy@gsa.gov>

Subject: Contact

## (b) (5)

Best, Kate Todd Deputy Counsel to the President





EMILY W. MURPHY **ADMINISTRATOR** U.S. GENERAL SERVICES ADMINISTRATION

Emily.Murphy@gsa.gov www.gsa.gov



EMILY W. MURPHY **ADMINISTRATOR** 

U.S. GENERAL FERVICES ADMINISTRATION



Emily.Murphy@gsa.gov www.gsa.gov

Best,

Carla

U.S. General Services Administration

Subject: Approval Notification

Date: Mon, 26 Oct 2020 20:14:18 +0000

From: "Young, Torlanda" (b) (6) @opm.gov>

To: Carla Sansalone <carla.sansalone@gsa.gov>, Christopher Wright

<christopher.wright@gsa.gov>, cxalerts <cxalerts@gsa.gov>, Karla Hester

<karla.hester@gsa.gov>, "Lisa Williams (lisam.williams@gsa.gov)"

sam.williams@gsa.gov>, Shonna James <shonna.james@gsa.gov>, Teresa Oliver

<teresa.oliver@gsa.gov>

Cc: "Dans, Paul E." (b) (6) @opm.gov>, "McGaan, Duncan A."

(b) (6) @opm.gov>

Message-ID:

 $<\!MN2PR09MB5978F595D2763F358DA9B48E93190@MN2PR09MB5978.namprd09.prod.\\$ 

outlook.com>

MD5: b5603369ef45608d9a5bd1a327a816ca

Attachments: Benishek Trent 1652.pdf

Email sent on behalf of Paul Dans

The attached 1652 for Benishek was approved by OPM today.

Tory Young
Office of the Director
U.S. Office of Personnel Management
1900 E Street NW | Washington, DC 20415
PHONE (h) (6) | MOBILE (h) (6)

 Subject: OGC

Date: Mon, 26 Oct 2020 17:10:51 -0400

From: Carla Sansalone - AC <carla.sansalone@gsa.gov>

To: Pam Pennington - Dixon <pamela.pennington@gsa.gov>

 $\textbf{Message-ID:} \quad < CANUpP = MofKOmQxBKtMAsjLUeKaPx5pP-RQ+yfEcdPjtnD+OdUw@mail.gmail.com> \\$ 

MD5: 03240477182c42571304f242679e9725

Attachments: TJBenishek Resume.pdf

Good evening, Pam -

Please see the attached for Trent. I'm working on getting his bio. Thanks!

Best, Carla



U.S. General Services Administration

Carla Virgilio Sansalone

White House Liaison

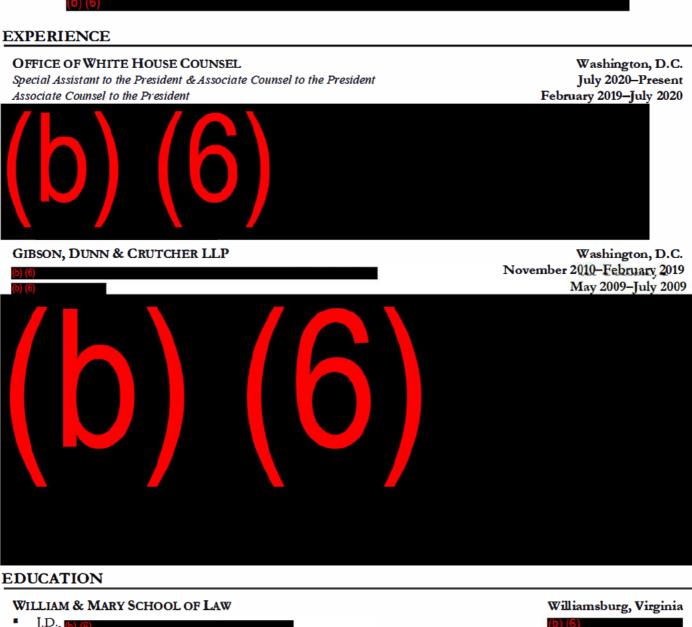
(desk)

(mobile)

carla.sansalone@gsa.gov

Folder: GSA-2021-000200-Pull2carla.sansalone@gsa.gov_0	

# TRENT J. BENISHEK



Madison, Wisconsin

UNIVERSITY OF WISCONSIN-MADISON

#### **BAR ADMISSIONS**

Commonwealth of Virginia (b) (6); District of Columbia (b) (6)

#### **COMMUNITY SERVICE**

MD5:	Offer of Employment - Trent James Benishek Mon, 26 Oct 2020 17:13:44 -0400 Lisa Williams < lisam.williams@gsa.gov>  (b) (6) Carla Sansalone - AC < carla.sansalone@gsa.gov>, Karla Hester - CRE <karla.hester@gsa.gov> <cact_rd+4au844czu62j7cng9bzt4t0tfalsgcjytkj+hjqh9=q@mail.gmail.com> 96876e9024935214028a8f4d9d73118a Official offer letter_TBenishek.pdf</cact_rd+4au844czu62j7cng9bzt4t0tfalsgcjytkj+hjqh9=q@mail.gmail.com></karla.hester@gsa.gov>
Greetings, N	Лr. Benishek:
I am please	d to send you the attached offer of employment in the U.S. General
Services Ad	ministration. Please indicate your acceptance or declination by placing
your initials	on the appropriate line of the attached offer letter and return to me at:
<u>Lisam.Willia</u>	ms@gsa.gov and Karla Hester at <u>karla.hester@gsa.gov</u> or via FAX at
(202) 357-5	868. Should you accept this offer, arrangements will be made to set an
appropriate	start date.

If you have any questions or have difficulty with the attached letter, please contact me	
on (b) (6) or Karla Hester on (b) (6)	. I look forward to hearing from
you.	
Lisa	
	U.S. General Services Administration
	Lisa M. Williams
	Program Analyst

Executive Resources Division
Office of Human Resources Management (OHRM)
1800 F Street
Washington, DC
Mobile: (b) (6)
E-mail: <u>Lisam.Williams@gsa.gov</u>
*:

der: GSA-2021-000	)200-Pull2carla.	sansalone@g	sa.gov_0		
			_		

MD5:	Release Date & SF-75 Information requested - Trent James Benishek Mon, 26 Oct 2020 17:47:17 -0400 Lisa Williams < lisam.williams@gsa.gov>  (b) (6) Carla Sansalone - AC < carla.sansalone@gsa.gov>, Karla Hester - CRE <karla.hester@gsa.gov> <cact_rdl2kq0e8enink_utkuuwew=+bhogeye_p1=_va2wmtppw@mail.gmail.com> e759cf4049a7f60adc38086c317dea5e SF75_Trent Benishek.pdf</cact_rdl2kq0e8enink_utkuuwew=+bhogeye_p1=_va2wmtppw@mail.gmail.com></karla.hester@gsa.gov>
Good aftern	oon, JoAnna:
Trent Benis	hek has accepted a Noncareer SES appointment to the position of General
Counsel (ES	S-0905-00) at the U.S. General Services Administration (GSA).
I am reques	ting SF-75 Information as well as a release date of Wednesday, October
28, 2020, so	o GSA can appoint him on Thursday, October 29, 2020. See attached
SF-75 Infor	mation request; please complete and return to <u>lisam.williams@gsa.gov</u> and

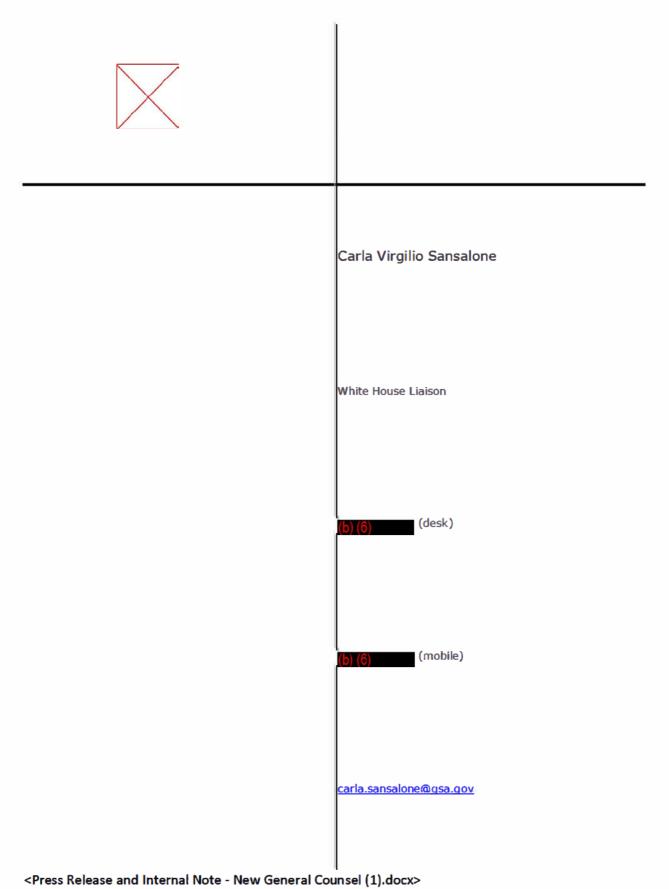
Lisa	
	U.S. General Services Administration
	Lisa M. Williams
	Program Analyst
	Executive Resources Division
	Office of Human Resources Management (OHRM)
	1800 F Street
	Washington, DC
	Mobile: (b) (6)

Folder: GSA-2021-000200-Pull2carla.sansalone@	@gsa.gov_0
	E-mail: <u>Lisam.Williams@gsa.gov</u>
	>>

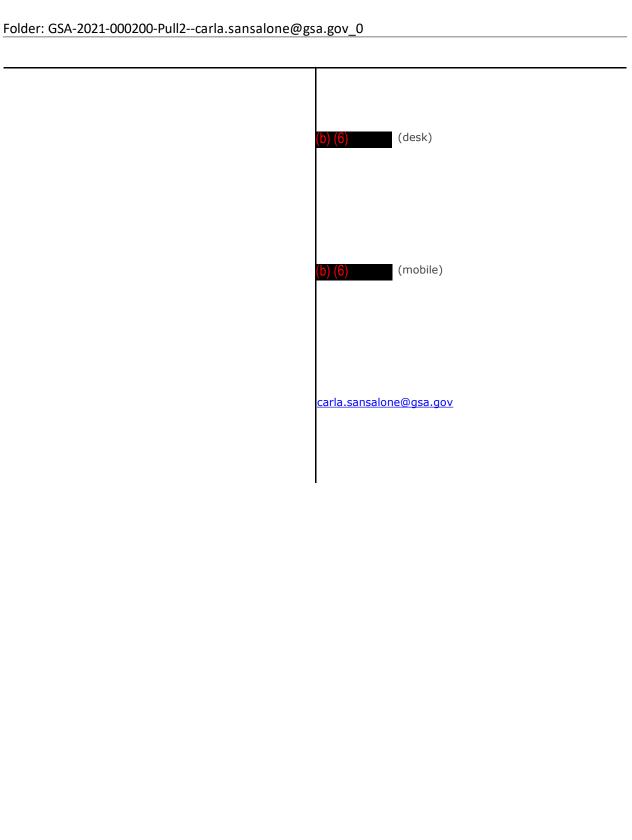
Subject: Re: Bio requested Date: Tue, 27 Oct 2020 18:38:44 -0400 From: (b) (6) To: Pamela Pennington - ZM <pamela.pennington@gsa.gov> Cc: Carla Sansalone - AC <carla.sansalone@gsa.gov> Message-ID: <cadozb3p7ubanam7ychncsryky1f4fjnybkcenluol7cf3mjjew@mail.gmail.com> MD5: d1f433531cfb35840c9ae7fca6f39223 Attachments: Press Release and Internal Note - New General Counsel (Redline).docx  No problem, Pam. Attached please find a Word document with tracked changes. Please let me know if you have any questions.</cadozb3p7ubanam7ychncsryky1f4fjnybkcenluol7cf3mjjew@mail.gmail.com></carla.sansalone@gsa.gov></pamela.pennington@gsa.gov>
On Tue, Oct 27, 2020 at 6:00 PM Pamela Pennington - ZM <pre>pamela.pennington@gsa.gov&gt;</pre> wrote:  Thanks Trent. Can you send it in a word doc, with track changes? Or highlight what is different. I'm want to really a real principles.
to make sure I'm not missing any edits in the PDF as I add them to our version.  Thanks,
Press Secretary Deputy Associate Administrator for Media Affairs Office of Strategic Communication U.S. General Services Administration pamela_pennington@gsa_gov.
On Tue, Oct 27, 2020 at 4:34 PM Trent J. Benishek (b) (6) wrote:  Pam,
I mentioned the draft message in my cover email below. (b) (5)
Best, Trent On Oct 27, 2020, at 1:47 PM, Trent J. Benishek (b) (6) wrote:
Pam,
Attached please find the draft message, reflecting some minor revisions. Please let me know if you have any questions or would like to discuss.
Best, Trent

<Pre><Press Release and Internal Note - New General Counsel (TJB).docx>

| On Oct 27, 2020, at 8:46 AM, Pamela Pennington - ZM <pre>pamela.pennington@gsa.gov</pre> > wrote:  |
|--|
| Thank you <b>Carla</b> !   |
| Hi Trent,  |
| Great to connect. I put together a draft internal message (based on the information in your resume) from Administrator Murphy to the entire agency announcing you as the new GC. I also drafted a press release that we'll send out after the internal message. Both messages are in the attached word doc.  |
| Administrator Murphy has preliminarily cleared both the internal message and the release. However, we want to ensure they are <b>accurate</b> - so please review and make any necessary changes. As well, don't hesitate to let me know if you have any questions or concerns. You can call if needed, (b) (6) be filming a live event with the Administrator from 12:15 - 2pm, but should otherwise be available. |
| Thanks and welcome aboard! Pam   |
| Press Secretary Deputy Associate Administrator for Media Affairs Office of Strategic Communication U.S. General Services Administration pamela.pennington@gsa.gov  |
| On Tue, Oct 27, 2020 at 8:26 AM Carla Sansalone - AC < carla.sansalone@gsa.gov > wrote:  |
| Good morning, Trent -  |
| When you have a moment, will you please send over your most recent bio? I am including Pam Pennington on this email as well - Pam is our Press Secretary and drafting the internal note announcing your joining the agency.  |
| As always, I'm here to answer any questions you may have. Thanks so much!  |
| Best,<br>Carla   |



MD5:	6c4d97266d32a6800b72e68985c7d8	Ue_oh6CTPx8Q018NBZkfrA@mail.gmail.com>
Thanks, Carla. questions.	Attached please find the completed f	orms. Please let me know if you have any
Best, Trent		
On Tue, Oct 2	0, 2020 at 5:11 PM Carla Sansalone - A	C < <u>carla.sansalone@gsa.gov&gt;</u> wrote:
Good afternoo	on, Trent -	
need to accon		tached forms and send them back to me - they end over to Presidential Personnel. Let me know if
Thanks so mu	ch.	
Best, Carla		
		U.S. General Services Administration
		Carla Virgilio Sansalone
		White House Liaison



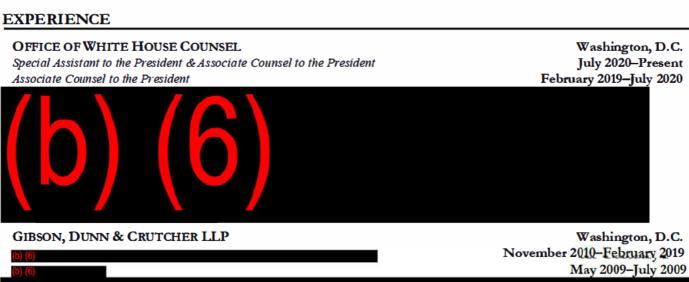
Paperwork: General Counsel

Subject:

MD5:	Thu, 22 Oct 2020 17:24:26 -0400 Carla Sansalone - AC <carla.sansalone@gsa.gov> "Tahmas, Naweed W. EOP/WHO" (b) (6) EOP/WHO" (b) (6) Carla Sansalone - AC <carla.sansalone@gsa.gov> ID: <canupp=pljwdthusasl3afs3_adjrbcc7-3s27ppnu39iwpkwsg@mail.gmail.com> 1d443c12197f7f172984082a4c5f5f09 Ints: TJBenishek Appointee Information Sheet SKC_SES 2020.pdf ; TJBenishek PPO Research Questionnaire.pdf ; Signed_Resume_TJBenishek.pdf ; Request1652_GSA Signed_TBenishek.pdf ; Signed_PD_X0ES200_General Counsel_ES-0905-00.pdf ; Signed_SF52_TBenishek.pdf ; Signed_OF8_General Counsel_ES-0905-00.pdf</canupp=pljwdthusasl3afs3_adjrbcc7-3s27ppnu39iwpkwsg@mail.gmail.com></carla.sansalone@gsa.gov></carla.sansalone@gsa.gov>			
Good afterno	on, Naweed & Emily -			
Please find th	e attached package for Trent Benishek	s, GSA's candidate for General Counsel. (b) (5)		
Thank you so	much for your assistance.			
Best, Carla				
		U.S. General Services Administration		
		Carla Virgilio Sansalone		
		White House Liaison		
		(desk)		

(mob.ile)

Folder: GSA-2021-000200-Pull2carla.sansalone	@gsa.gov_0
	1
	carla cancalone@gga gov
	<u>carla.sansalone@gsa.gov</u>



# **EDUCATION**

# WILLIAM & MARY SCHOOL OF LAW Williamsburg, Virginia UNIVERSITY OF WISCONSIN-MADISON Madison, Wisconsin

# **BAR ADMISSIONS**

Commonwealth of Virginia (6) (6); District of Columbia

# **COMMUNITY SERVICE**



**Subject:** RE: Follow-up for GSA

**Date:** Tue, 20 Oct 2020 13:32:56 +0000

From: "Benishek, Trent J. EOP/WHO" (b) (6)

To: Carla Sansalone - AC <carla.sansalone@gsa.gov>

Message-ID: <f6bc4b2364064512954e86a9085a8c41@who.eop.gov>

**MD5:** 0e9ffe01e3022e8f14d268e4d81f666f

**Attachments:** TJBenishek Resume.pdf

Thanks, Carla. It's nice to meet you. Attached please find my current resume. Please let me know if you require any additional information.

Best, Trent

# Trent J. Benishek

Associate Counsel to the President Office of White House Counsel



44 U.S.C. § 2204(a)(5) notice: The information contained in this communication may be confidential, is intended only for the use of the recipient named above, and may be legally privileged. Pursuant to 44 U.S.C. § 2205(2), availability of this record is subject to any rights, defenses, or privileges which the United States or any agency or person may invoke. This language should be treated as a reservation of control over this record, any copies, and any reproductions as part of derivative communications. No agency record may be created based upon this record which remains a segregable presidential record.

From: Carla Sansalone - AC <carla.sansalone@gsa.gov>

Sent: Tuesday, October 20, 2020 7:13 AM

To: Benishek, Trent J. EOP/WHO (6) (6)

Subject: Follow-up for GSA

Good morning, Trent -

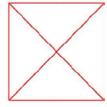
By way of introduction, I am GSA's White House Liaison. Administrator Murphy provided me with your contact information.

When you have a moment, will you please send me your most-recent resume? I will need that to get the process rolling on my end.

I'm available by phone should you have any questions throughout this process; my work cell is **(b) (6)**. Please don't hesitate to call. Thanks!

Best,

Carla

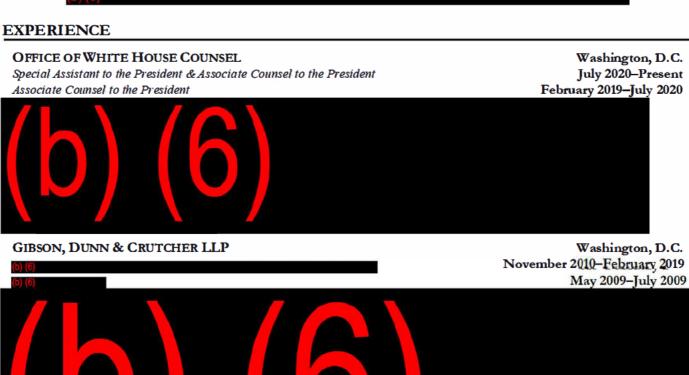


# U.S. General Services Administration

Carla Virgilio Sansalone
White House Liaison

(b) (6) (desk)
(b) (6) (mobile)
carla sansalone@gsa.go

(b) (6)



Williamsburg, Virginia

Madison, Wisconsin

# **EDUCATION**

# WILLIAM & MARY SCHOOL OF LAW

J.D., (b) (6)

(0) (0)

UNIVERSITY OF WISCONSIN-MADISON

B.A., (b) (6

(b) (6)

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(b) (d)

(b) (6)

# **BAR ADMISSIONS**

Commonwealth of Virginia (b) (6); District of Columbia (6) (6)

# **COMMUNITY SERVICE**



Subject: Paperwork for General Counsel
Date: Tue, 20 Oct 2020 16:22:08 -0400

From: Carla Sansalone - AC <carla.sansalone@gsa.gov>

To: Karla Hester - CRE <karla.hester@gsa.gov>, Lisa Williams - CRE cam.williams@gsa.gov> Message-ID: <a href="Mailto:CANUpP=OExcjEnTuKnm5OtExByN7HqP1qPWGdpXtd6C5EBU1xPw@mail.gmail.com">CANUpP=OExcjEnTuKnm5OtExByN7HqP1qPWGdpXtd6C5EBU1xPw@mail.gmail.com</a>>

MD5: aeb62a08592e87379527481d69e1b295

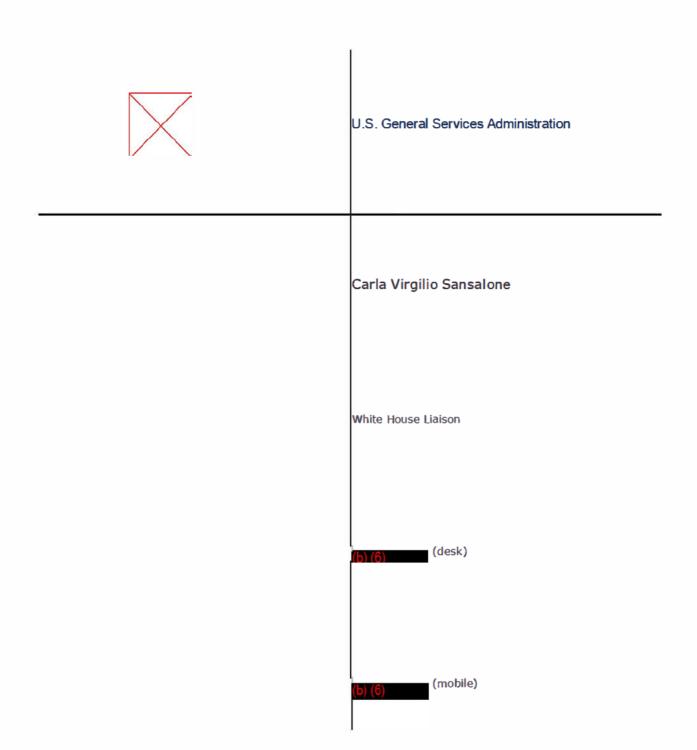
Attachments: TJBenishek Resume.pdf

Good afternoon, Karla & Lisa -

Please reach out to Trent Benishek to initiate formal vetting - he is the candidate to be General Counsel. His duty station will be 1800 F. Administrator Murphy will be his supervisor. Pay is the NC-SES salary cap. Eugenia Ellison will be the OGC POC.

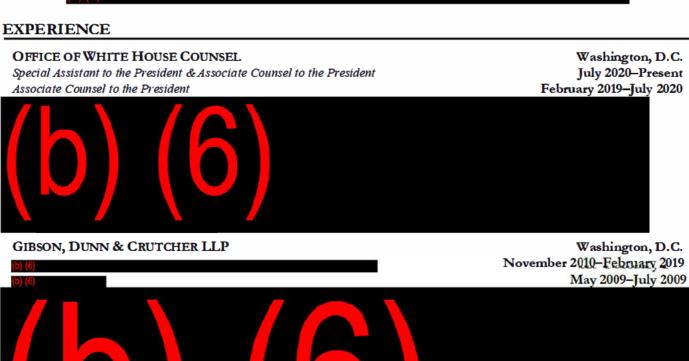
The PD and RDS are forthcoming (unless there is already a RDS for this position from Jack - please advise).

Best, Carla



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	1
	carla cancalone@gga gov
	<u>carla.sansalone@gsa.gov</u>

(b)(6)



# **EDUCATION**

# WILLIAM & MARY SCHOOL OF LAW J.D., (b) (6) (b) (6) UNIVERSITY OF WISCONSIN-MADISON B.A., (b) (6) (b) (6) (b) (6) (b) (6)

# Commonwealth of Virginia (b) (6); District of Columbia (b) (6) COMMUNITY SERVICE

**BAR ADMISSIONS** 



Subject: Completed: NC SES Appt Pkg: Trent Benishek to the position of General Counsel.

Date: Thu, 22 Oct 2020 13:13:24 -0700

"Lisa Williams via DocuSign" <dse\_NA3@docusign.net> From:

"Carla Sansalone" < Carla. Sansalone@gsa.gov> To:

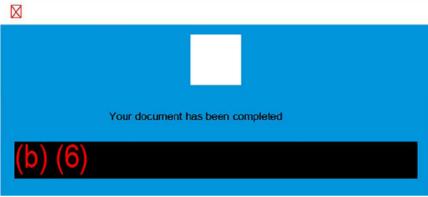
Message-ID: <b601dec246ea413580b96554ba24c4ac@docusign.net>

MD5: 39f656d66c58832ef8d6ffdd481b7c43

Attachments: Routing Slip\_NC SES\_General Counsel\_TBenishek.pdf ; Request1652\_Draft

GSA\_TBenishek.pdf ; SF52\_TBenishek.docx.pdf ; OF8\_General Counsel\_ES-0905-00.pdf ; PD\_X0ES200\_General Counsel\_ES-0905-00.docx.pdf ; Resume\_TJBenishek.pdf ;

Summary.pdf



# Lisa Williams

lisam.williams@gsa.gov

All parties have completed NC SES Appt Pkg: Trent Benishek to the position of General Counsel... This action is to appoint Trent Benishek as a Non-career SES appointee in the SES position of the General Counsel in the Office of General Counsel, ES-9095-00 making \$183,100, reporting to the Administrator.

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Ownload the DocuSign App.
This message was sent to you by Lisa Williams who is using the OocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.

Subject: Signed Appt Pkg for Trent Benishek

Date: Thu, 22 Oct 2020 16:36:23 -0400

From: Lisa Williams < lisam.williams@gsa.gov>

To: Carla Sansalone - AC <carla.sansalone@gsa.gov>
Cc: Karla Hester - CRE <karla.hester@gsa.gov>

Message-ID: <CACT\_Rd+d8ssede1san5ExSCcxD025S0bSjB9yoOxK+MyG18-pQ@mail.gmail.com>

MD5: f90053a7479ca3b40fc56206ef560fac

Attachments: Signed\_Routing Slip\_NC SES\_General Counsel\_TBenishek.pdf ; Request1652\_GSA

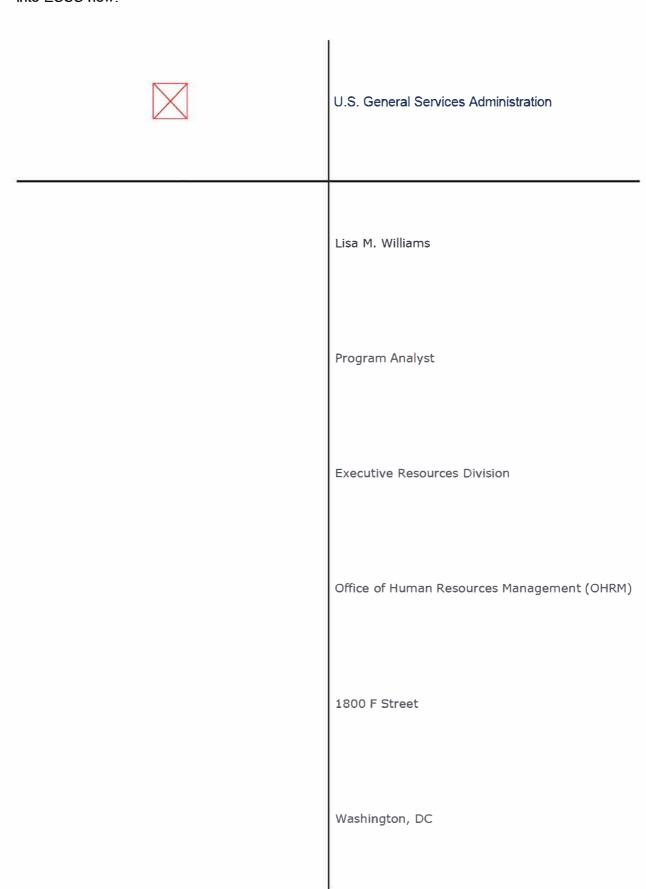
 $Signed\_TBenishek.pdf \ \ ; Signed\_SF52\_TBenishek.pdf \ \ ; Signed\_PD\_X0ES200\_General$ 

Counsel\_ES-0905-00.pdf ; Signed\_OF8\_General Counsel\_ES-0905-00.pdf ;

 $Signed\_Resume\_TJBenishek.pdf$ 

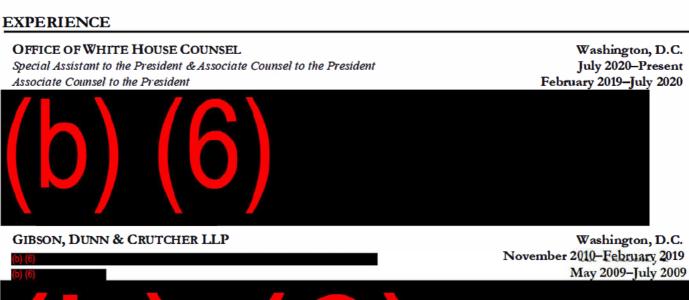
# Hi Carla,

Please find the signed appt pkg documents for Trent Benishek attached. I will submit the 1652 into ESCS now.



Mobile: (b) (6) E-mail: <u>Lisam.Williams@gsa.gov</u>

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# **EDUCATION**

# WILLIAM & MARY SCHOOL OF LAW Williamsburg, Virginia UNIVERSITY OF WISCONSIN-MADISON Madison, Wisconsin

# **BAR ADMISSIONS**

Commonwealth of Virginia (6) (6); District of Columbia

# **COMMUNITY SERVICE**



Subject: Virtual New Employee Onboarding - Trent James Benishek Wed, 28 Oct 2020 13:09:36 -0400 Date: From: Lisa Williams < lisam.williams@gsa.gov> "Trent J. Benishek" (b) (6) To: , Trent Benishek - L <trent.benishek@gsa.gov> Cc: Carla Sansalone - AC <carla.sansalone@gsa.gov>, Karla Hester - CRE <karla.hester@gsa.gov>, Eugenia Ellison - LE <eugenia.ellison@gsa.gov>, Crystal Nieves -LE <crystal.nieves@gsa.gov> Message-ID: <CACT\_RdL2YLeNUgrcuYXswVEXxiGrnkZCHKnSoemxQ-bAr7aeyQ@mail.gmail.com> MD5: 398bb01c29584293a9b4b59489a77d0b Attachments: E.O. 13770 - Ethics Pledge.pdf ; GSA Form 2160.pdf ; Employee Express - Trifold Brochure.pdf ; 2020\_\_Payroll\_Calendar.pdf ; 2021 Payroll Calendar.pdf ;  ${\tt Encrypted\_306\_TBenishek.pdf} \quad ; {\tt SF~61\_Appointment~Affadavit\_Benishek.pdf} \quad ; {\tt Regular}$ Telework Agreement\_TBenishek.pdf ; Executive Resources Copy of Master OHRM NEO Presentation - OCT 2020.pdf Greetings, Mr. Benishek: We are excited to welcome you to the U.S. General Services Administration (GSA) on Thursday, October 29, 2020. In light of recent events related to COVID-19, employees assigned to GSA's Central Office and National Capital Region in Washington, DC are currently operating under Phase I of GSA's Return to Facilities Framework with maximum telework. As a result, the GSA Executive Resources Human Resources Service Center will complete your new

hire in-processing virtually.

This email invitation contains information needed for the Virtual GSA New Employee
Onboarding (NEO) on Thursday, October 29, 2020. Please read this entire message prior to
the Thursday NEO as it contains important instructions regarding your access to the session
and your government issued technology.
During this Onboarding, you will take the oath of office, complete new hire paperwork, and
review some of the employment benefits and policies of GSA. After the onboarding session is
complete, you will meet with the White House Liaison to go over housekeeping items.
AGENDA

# Thursday, October 29, 2020

Time	Activity	Point of Contact
9:00 am - 10:00 am	IT Equipment Set-Up	Office of GSA IT
		Hassan Khan
		hassan.khan@gsa.gov
		(b) (6) - cell number
10:00 am - 11:00 am	Complete Onboarding	Dedicated Time for Trent
	Forms	
		Karla Hester/Lisa Williams

		available, as needed
11:00 am - 1:30 pm	Onboarding & Oath of	Executive Resources HR
	Office	Service Center
		Karla Hester
		karla.hester@gsa.gov
		(b) (6) - cell
		Lisa Williams
		lisam.williams@gsa.gov
		(b) (6) - cell

1:30 pm - 1:45 pm	Break	
1:45 pm - 2:45 pm	Ethics Briefing	Office of General Counsel
		Eugenia Ellison
		eugenia.ellison@gsa.gov
		(b) (6)
		Crystal Nieves
		crystal.nieves@gsa.gov
		(b) (6)

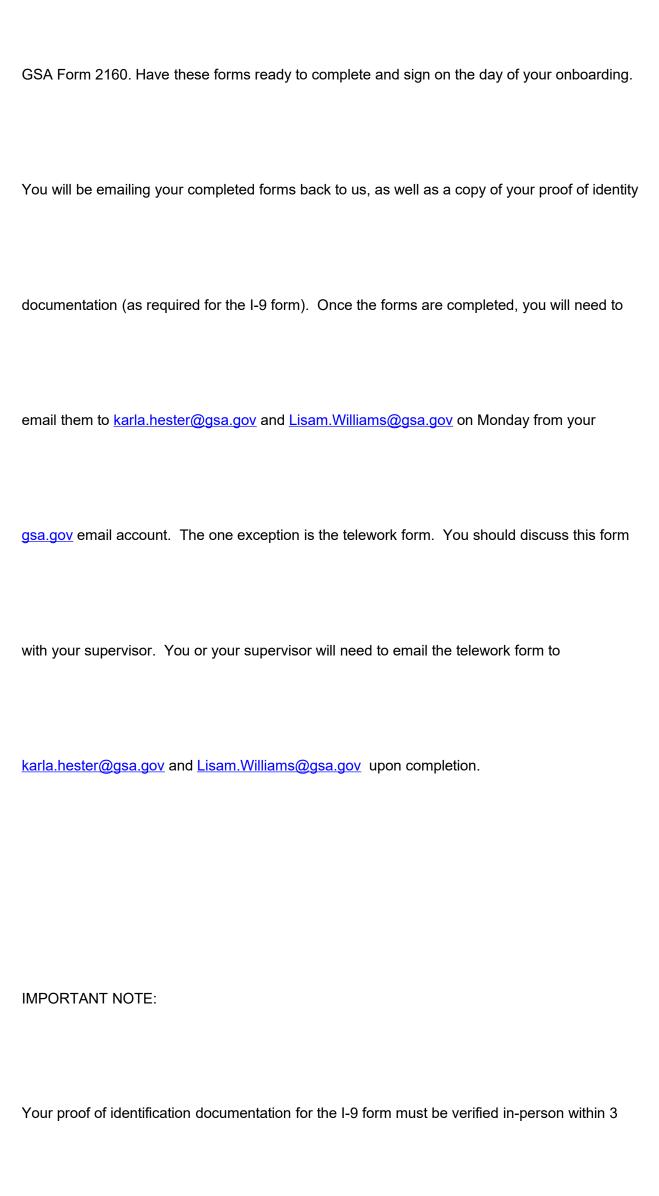
2:45 pm	Check-in and Transition with	Carla Sansalone
	Key Staff in Office of General	carla.sansalone@gsa.gov
	Counsel	(b) (6)
		OGC Leadership Team
4:30 pm	End of Day Meeting	Emily Murphy
		Allison Brigati
		Rob Borden

Laptops & Phones: A GSA laptop and mobile phone will be delivered to your home address by

UPS. You should expect to receive your laptop by Wednesday, October 28th. Your	· mobile
phone will be shipped separately. Soon after receiving your equipment, please charge	ge and test
the equipment. On Thursday, October 29, 2020 at 9:00 am, Hassan Khan (GSA IT	POC) will
contact you to assist with setting up your laptop and connecting to the GSA network	prior to the
start of the Onboarding session at 11am.	
We also have attached information about how to connect to GSA's VPN. The GSA I	T POC will
discuss this process when he calls you on Monday morning.	

(b) (5)

Virtual Onboarding: We will use Google Meet as our video conferencing tool for Virtual GSA
New Employee Onboarding.
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Fiftee mainute sbe for Onboar dingbe gins ,log-intoyour GSA or personal: omputeropen
t heChromewebbrowsendisplayedon yourdeskton(⊠), and ententhiswebaddress:
(b) (5)
<u>I</u>
I ft h elink doesnot work f or you, e nt e st h i sweb addr es smeet .google.com. S e le c t'J oin
orstarameeting"EnterthemeetingID: (b) (5)
I fyou stillar enotablet ojoint heGoogle Meet joint hecall by phone:



business days after GSA resumes normal operations. Remote inspection of identification
documents is currently authorized due to the COVID-19 national emergency. Stand by for
further information about this requirement.
Talk to you soon and welcome to GSA!
Attachments:
Master OHRM NEO Presentation
Ethics Pledge
GSA Form 2160

Employee Express – Trifold Brochure	
2020_Payroll_Calendar	
2021_Payroll_Calendar	
Regular Telework Agreement	
Declaration for Federal Employment (OF-306) -	Encrypted File (password to be sent)
SF-61 Appointment Affidavit	
How To Join Google Meet (Link)	
Connect to VPN (Link)	
	U.S. General Services Administration

Lisa M. Williams
Program Analyst
Executive Resources Division
Office of Human Resources Management (OHRM)
1800 F Street
Washington, DC
Mobile: (b) (6)
E-mail: <u>Lisam.Williams@gsa.gov</u>

lder: GSA-2021-000200-Pu	ll2carla.sansalone@gs	sa.gov_0	

MD5:	Re: Initiating Preliminary Personnel Security & Ethics Vetting at GSA - Trent Benishek Tue, 20 Oct 2020 19:26:45 -0400 "Trent J. Benishek"  (b) (6)  Karla Hester - CRE <karla.hester@gsa.gov> Carla Sansalone - AC <carla.sansalone@gsa.gov>, Lisa Williams - CPX  <li><li><li><a href="mailto:sam.williams@gsa.gov"></a>, Eugenia Ellison <eugenia.ellison@gsa.gov> <adozb3oku0kpne2+lertmzjreauyhuqmtmr3c9b78lt6n=2h1a@mail.gmail.com> 5269c36dbb4b8150297ae294792d546d  TJBenishek OF-306.pdf ; TJBenishek GSA 3665.pdf ; TJBenishek OGE Form 278.pdf</adozb3oku0kpne2+lertmzjreauyhuqmtmr3c9b78lt6n=2h1a@mail.gmail.com></eugenia.ellison@gsa.gov></li></li></li></carla.sansalone@gsa.gov></karla.hester@gsa.gov>
Thanks, Karla.	
	ise find my completed forms, including the OGE Form 278 that I completed for my current in the Office of White House Counsel.
Best, Trent	
On Tue, Oct 2 Greetings, T	0, 2020 at 5:08 PM Karla Hester - CRE < <u>karla.hester@gsa.gov</u> > wrote: rent:
I am workin	g with Carla Sansalone, GSA's White House Liaison, to begin preliminary
personnel s	security and ethics vetting in connection with a prospective political
appointmen	nt for you here at the General Services Administration (GSA). Before we
can appoint	t you into this political position at GSA, we must complete personnel security
and ethics \	vetting. I understand Carla informed you that you would receive some

I. Attached are two forms that require immediate attention/action:

OF-306 - please complete items 1-17a only. Should you answer "Yes" to any

question in items 9-15, please provide a brief explanation in item 16.

\*Please sign at line 17a only (Applicant's signature).

guidance below.

GSA Form 3665 - Authorization to Obtain Credit Report - mandatory form for
Security to pull a copy of your credit report as part of the adjudication process for
your background investigation.
OGE-278 - please complete this form thoroughly. This form will be sent to the
Ethics Law staff for pre-appointment review/ethics vetting. Should you have any
questions regarding the OGE-278, please feel free to contact Ms. Eugenia Ellison
at (b) (6)

Folder: GSA-2021-000200-Pull2--carla.sansalone@gsa.gov\_0

IMPORTANT NO	OTE: If you already co	ompleted the OGE-	-278 for your current	
appointment at t	he Office of White Ho	use Counsel, pleas	s <mark>e</mark> inform Eugenia Elliso	n
for further guida	<mark>nce before completin</mark> g	ı it again for GSA's	purposes. Either send	us
your previously	completed report or le	t us know if you co	mpleted it in the Integrit	y
isystem online.				
			_	
lease review sign/d	ate and return each o	f the forms to <u>Lisar</u>	n.Williams@gsa.gov an	d
arla hester@ɑsa ɑɑ	ov. To protect vour per	rsonal information	vou mav return the forn	ns
a secure, passwor	d protected WINZIP fi	le. Alternatively, y	ou may send your	

decision making and promoting public confidence by preventing conflicts of interest. As

conflicts of interest or the appearance of conflicts of interest; and comply with the

Your position at GSA will require that you complete a new entrant Public Financial
Disclosure Report (OGE Form 278e), which is due within 30 days of appointment, and
complete an annual OGE Form 278e by May 15th each year. You will also be required
to file a termination OGE 278e within 30 days of your termination from the position.
Upon assuming your duties, you must complete initial ethics training, which covers key
ethical concepts, and is intended to instill both an understanding of applicable
requirements and an appreciation of the importance of maintaining a strong ethical
culture in the executive branch and GSA.

Folder: GSA-2021-000200-Pull2carla.sansalone@gsa.gov_0
If you have any questions on how to obtain additional information on applicable ethics
requirements, please contact the GSA, Office of General Counsel, Ethics Law Staff at
or send an email to jacqueline.henry@gsa.gov.
In addition, Eugenia Ellison will reach out to you to begin your ethics vetting. Please
discuss any questions you have about 278 filing requirements with the ethics attorney,
in the diameter 070 consequence because the file diameter.
including the 278 you may have already filed in Integrity.

Should you have any questions, please feel	free to contact me on my cell <mark>(b) (6)</mark>
(b) (6) or Lisa Williams cell (b) (6)	
Thank you,	
Karla Hester	

--

Karla J. Hester
General Services Administration
Office of Human Resources Management
Executive Resources HR Service Center (CRE)
1800 F Street, N.W., Room 7219D
Washington, DC 20405

Phone (b) (6)
Cell (b) (6)
Fax (202) 357-5868

Email karla.hester@gsa.gov

Subject: Fwd: Initiating Preliminary Personnel Security & Ethics Vetting at GSA - Trent Benishek

Date: Tue, 20 Oct 2020 17:20:40 -0400
From: Lisa Williams < lisam.williams@gsa.gov>

To: Eugenia Ellison - LE <eugenia.ellison@gsa.gov>

Cc: Karla Hester - CRE <karla.hester@gsa.gov>, Carla Sansalone - AC

<carla.sansalone@gsa.gov>

 $\textbf{Message-ID:} \quad < \texttt{CACT\_RdL3YZ} \\ jagmPzG4Seach1 \\ je8v4aY0Vnk2TDtLFt1\_AtEbvg@mail.gmail.com> \\ \\ lexible + lexi$ 

MD5: 9f492eeaf0be356e9436876d7e8ad62a

Attachments: Resume\_TJBenishek.pdf

## Good Evening Eugenia,

I am sharing with you for your records, Mr. Trent Benishek Resume who is under consideration for the position of General Counsel in the Office of General Counsel reporting to Office of the Administrator, Emily Murphy.

Thank you Lisa	ſ
	U.S. General Services Administration
	Lisa M. Williams
	Program Analyst
	Executive Resources Division
	Office of Human Resources Management (OHRM)
	1800 F Street
	Washington, DC

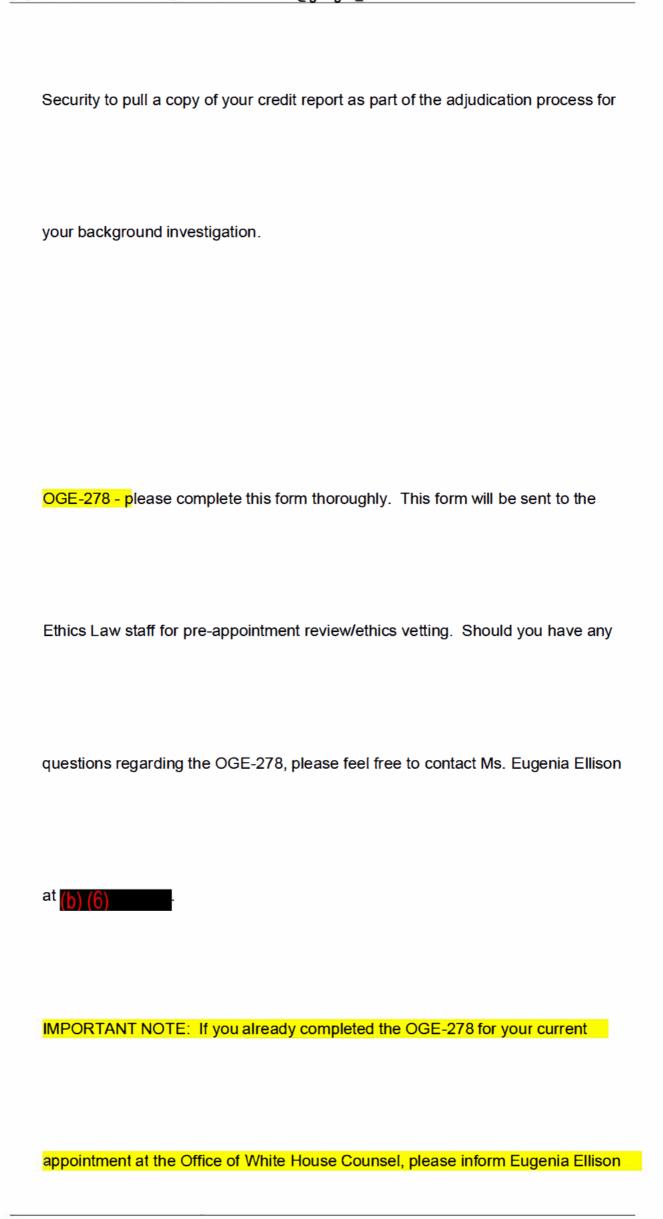
Folder: GSA-2021-000200-Pull2--carla.sansalone@gsa.gov\_0 Mobile: (b) (6) E-mail: <u>Lisam.Williams@gsa.gov</u>

From: Karla Hester - CRE <karla.hester@gsa.gov> Date: Tue, Oct 20, 2020 at 5:08 PM Subject: Initiating Preliminary Personnel Security &amp; Ethics Vetting at GSA - Trent Benishek To(b)(6) &gt; Cc: Carla Sansa one - AC <carla.sansalone@gsa.gov>, Lisa Williams - CPX <li>Lisam.williams@gsa.gov&gt;, Eugenia Ellison <eugenia.ellison@gsa.gov></eugenia.ellison@gsa.gov></li></carla.sansalone@gsa.gov></karla.hester@gsa.gov>
Greetings, Trent:
I am working with Carla Sansalone, GSA's White House Liaison, to begin preliminary
personnel security and ethics vetting in connection with a prospective political
appointment for you here at the General Services Administration (GSA). Before we
can appoint you into this political position at GSA, we must complete personnel security
and ethics vetting. I understand Carla informed you that you would receive some
preliminary forms to complete and return. Ideally, I need your completed OF-306, GSA
Form 3665, and OGE Form 278 as soon as possible. Please refer to the additional

guidance below.
I. Attached are two forms that require <mark>immediate attention/action:</mark>
OF-306 - please complete items 1-17a only. Should you answer "Yes" to any
question in items 9-15, please provide a brief explanation in item 16.
*Please sign at line 17a only (Applicant's signature).

GSA Form 3665 - Authorization to Obtain Credit Report - mandatory form for

Folder: GSA-2021-000200-Pull2--carla.sansalone@gsa.gov\_0



the Executive Branch, and the Supplemental Standards of Ethical Conduct for
Employees of the General Services Administration. As a GSA employee, you will be
expected to adhere to the fundamental principle that public service is a public trust.
You will be expected to act at all times in the public's interest; avoid losing impartiality
or appearing to lose impartiality in carrying out official duties; refrain from misusing your
official office for private gain; serve as a good servant of public resources; avoid all
conflicts of interest or the appearance of conflicts of interest; and comply with the
requirements of government ethics laws and regulations, including applicable financial
disclosure requirements. You must refrain from participating in particular matters in

which you have a financial interest and must notify your supervisor or ethics official
when your official duties create the substantial likelihood of such conflicts of interest.
You will be expected to make impartial decisions based on the interests of the public
when carrying out the governmental responsibilities entrusted to you, serve as a good
steward of public resources, and loyally adhere to the Constitution and laws of the
United States.
Your position at GSA will require that you complete a new entrant Public Financial
Disclosure Report (OGE Form 278e), which is due within 30 days of appointment, and

If you have any questions on how to obtain additional information on applicable ethics

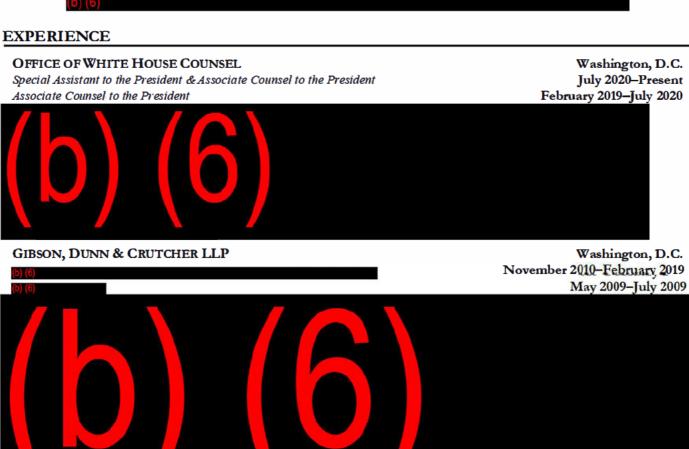
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In addition, Eugenia Ellison will reach out to you to begin your ethics vetting. Please
discuss any questions you have about 278 filing requirements with the ethics attorney,
including the 278 you may have already filed in Integrity.
Should you have any questions, please feel free to contact me on my cell (b) (6)
(b) (6) or Lisa Williams cell (b) (6)

Folder: GSA-2021-000200-Pull2carla.sansalone@gsa.gov_0
Thank you,
Karla Hester
<del></del>
Karla J. Hester
General Services Administration
Office of Human Resources Management Executive Resources HR Service Center (CRE)

1800 F Street, N.W., Room 7219D Washington, DC 20405
Phone (b) (6)
Cell (b) (6)
Fax (202) 357-3868

Email karla.hester@gsa.gov

## TRENT J. BENISHEK



## **EDUCATION**

WILLIAM & MARY SCHOOL OF LAW Williamsburg, Virginia UNIVERSITY OF WISCONSIN-MADISON Madison, Wisconsin **BAR ADMISSIONS** 

## **COMMUNITY SERVICE**



Commonwealth of Virginia (6) (6); District of Columbia

Subject: Telework Agreement - Trent Benishek Thu, 29 Oct 2020 13:18:51 -0400 Date: Lisa Williams < lisam.williams@gsa.gov> From:

To:

"Trent J. Benishek" (b) (6)
Karla Hester - CRE <karla.hester@gsa.gov>, Carla Sansalone - AC Cc:

<carla.sansalone@gsa.gov>

Message-ID: <CACT\_RdJuYEPUq\_iKQU9-XOKtHFuPmc-uo3bAVnaN62=PFJtiaQ@mail.gmail.com>

363d05020e9bcf3765ae257965f24649 MD5:

Attachments: GSA Telework Training 2020\_TBenishek.doc ; Regular Telework Agreement\_TBenishek

(2).pdf

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I hope everything is going well on your 1st day at GSA! Per our discussion, I'm following up to

ensure that you work together to complete a manual telework agreement for Trent as soon as

possible given the guidance on maximum telework at this time due to the COVID-19 national

emergency. Normally, telework agreements are completed in HR Links which Trent doesn't

have access to yet, but will soon. So, in the interim, a manual telework agreement must be

completed and sent to <u>lisam.williams@gsa.gov</u> and <u>karla.hester@gsa.gov</u>. The manual

agreement is temporary until Trent gains access to HR Links and can create and submit his
agreement online for approval. For your convenience, I've also attached the 2020 GSA Telework
Training slides.
The telework agreement should be completed based on normal work situations. Due to the
current COVID-19 national emergency, employees will document their office days by using
Code 90 (Emergency Telework) on their timecard and their telework days by using the
appropriate telework code (Code 92-Routine or Code 91-Situational).
HR Links Telework Job Aid instructions are available for the Employee and Supervisor.

Lisa M. Williams

Program Analyst
Executive Resources Division
Office of Human Resources Management (OHRM)
1800 F Street
Washington, DC
Mobile: (b) (6)
E-mail: <u>Lisam.Williams@gsa.gov</u>

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Subject: Initiating Preliminary Personnel Security & Ethics Vetting at GSA - Trent Benishek

Date: Tue, 20 Oct 2020 17:08:15 -0400

From: Karla Hester - CRE <karla.hester@gsa.gov>

To: (b) (6)

Cc: Carla Sansalone - AC <carla.sansalone@gsa.gov>, Lisa Williams - CPX

MD5: fd5a5ea694051a84ebcec3b96a0ca614

Attachments: OF-306\_TBenishek.pdf ; OGE Form 278e - Scanned Copy\_TBenishek.pdf ; OGE Form

278e\_TBenishek.xls ; GSA 3665 - Authorization to Obtain Credit Report (1).pdf

Greetings, Trent:

I am working with Carla Sansalone, GSA's White House Liaison, to begin preliminary

personnel security and ethics vetting in connection with a prospective political

appointment for you here at the General Services Administration (GSA). Before we

can appoint you into this political position at GSA, we must complete personnel security

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*Please sign at line 17a only (Applicant's signature).	

GSA Form 3665 - Authorization to Obtain Credit Report - mandatory form for

Folder: GSA-2021-000200-Pull2--carla.sansalone@gsa.gov\_0

Security to pull a copy of your credit report as part of the adjudication process for
your background investigation.
OGE-278 - please complete this form thoroughly. This form will be sent to the
Ethics Law staff for pre-appointment review/ethics vetting. Should you have any
questions regarding the OGE-278, please feel free to contact Ms. Eugenia Ellison
at <mark>(b) (6)</mark>
IMPORTANT NOTE: If you already completed the OGE-278 for your current
appointment at the Office of White House Counsel, please inform Eugenia Ellison

in a secure, password protected WINZIP file. Alternatively, you may send your

completed documents to my attention via FAX at (202) 357-5868.

the Executive Branch, and the Supplemental Standards of Ethical Conduct for
Employees of the General Services Administration. As a GSA employee, you will be
expected to adhere to the fundamental principle that public service is a public trust.
You will be expected to act at all times in the public's interest; avoid losing impartiality
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conflicts of interest or the appearance of conflicts of interest; and comply with the
requirements of government ethics laws and regulations, including applicable financial
disclosure requirements. You must refrain from participating in particular matters in

which you have a financial interest and must notify your supervisor or ethics official
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when carrying out the governmental responsibilities entrusted to you, serve as a good
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(b) (6) or send an email to jacqueline.henry@gsa.gov.
In addition, Eugenia Ellison will reach out to you to begin your ethics vetting. Please
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including the 278 you may have already filed in Integrity.
Should you have any questions, please feel free to contact me on my cell (b) (6)
or Lisa Williams cell (b) (6)

Folder: GSA-2021-000200-Pull2carla.sansalone@gsa.gov_0
Thank you,
Karla Hester
<del></del>
Karla J. Hester
General Services Administration
Office of Human Resources Management Executive Resources HR Service Center (CRE)

1800 F Street, N.W., Room 7219D Washington, DC 20405 Phone (b) (6) Cell (b) (6) Fax (202) 357-3868

Email karla.hester@gsa.gov

Subject: Fast Track Package - Trent James Benishek Date: Wed, 21 Oct 2020 15:20:53 -0400 From: Lisa Williams < lisam.williams@gsa.gov> To: Urline Richardson - DBAA <urline.richardson@gsa.gov>, Grady Hannah - DB <grady.hannah@gsa.gov>, GSA Security Office <gsa.securityoffice@gsa.gov> Cc: Karla Hester - CRE <karla.hester@gsa.gov>, Carla Sansalone - AC <carla.sansalone@gsa.gov>, Phil Ahn - DBAB <phillip.ahn@gsa.gov> Message-ID: <CACT\_RdLPp+xE8WL4Zxr9KzYLR\_m+w7MdcuLE6c20JyHLq8tfcA@mail.gmail.com> 5d2ace5ede67ecd33b1c1ce77add7ba6 Attachments: Security Inquiry Transmittal \_TBenishek.docx ; Resume\_TJBenishek.pdf ; PD\_X0ES200\_General Counsel\_ES-0905-00.docx ; GSA 1380\_Signed\_TBenishek.pdf ; 306\_Signed\_TBenishek.pdf ; GSA 3665\_Signed\_TJBenishek .pdf ; TS Justification-T. Benishek.docx Greetings, I am forwarding the Fast Track for Mr. Trent J. Benishek who is under consideration for a Noncareer SES appointment to the SES position of General Counsel, ES-905-00, in the Office of General Counsel reporting to the Administrator. The General Counsel position is designated as Tier 5 National Security - TOP SECRET (special sensitive / high risk) with SCI.

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Mr. Benishek is currently employed in the Office of the White House Counsel so we will
need to coordinate his release, and are planning to transfer him to GSA without a break
in service after necessary approvals are received. We believe Mr. Benishek may be
eligible for reciprocity. Please confirm if he needs to make an enrollment appointment
for fingerprints in lieu of pushing existing fingerprints in the system.
The following documents are attached:
Í
Security Inquiry Transmittal

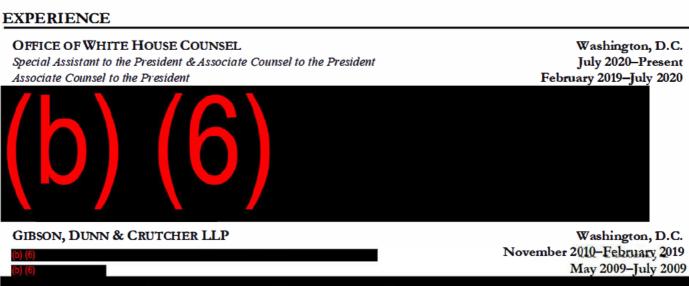
Resume	
PD (X0ES200)	
GSA 1380	
OF-306	
GSA 3665	
TS Justification	

Mr. Benishek has been sponsored in GCIMS. He has been notified to contact Phil Ahn

U.S. General Services Administration
Lisa M. Williams
Program Analyst
Executive Resources Division
Office of Human Resources Management (OHRM)
1800 F Street
Washington, DC
Mobile: (b) (6)
E-mail: <u>Lisam.Williams@gsa.gov</u>

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		I	

# TRENT J. BENISHEK





### **EDUCATION**

WILLIAM & MARY SCHOOL OF LAW Williamsburg, Virginia UNIVERSITY OF WISCONSIN-MADISON Madison, Wisconsin

## **BAR ADMISSIONS**

### **COMMUNITY SERVICE**



**Subject:** Fwd: Telework Agreement - Trent Benishek

**Date:** Thu, 29 Oct 2020 13:21:23 -0400

From: Lisa Williams < lisam.williams@gsa.gov>
To: Trent Benishek - L < trent.benishek@gsa.gov>

Cc: Karla Hester - CRE <karla.hester@gsa.gov>, Carla Sansalone - AC

<carla.sansalone@gsa.gov>

Message-ID: <CACT\_RdLXxsYA=8oSvBDvCKk4UHg8d1C3V7q2B\_4Otu2hKA0dhA@mail.gmail.com>

**MD5**: 81076389c6d4769178ad3f994e2be351

Attachments: GSA Telework Training 2020\_TBenishek.doc ; Regular Telework Agreement\_TBenishek

(2).pdf

Greetings,

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Lisa M. Williams

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